CROSSROADS WIC PROJECT

FINANCE USER MANUAL

CSC

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WIC

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DOCUMENT INFORMATION

Document Information	
Document Title	Finance User Manual
Project Name	Finance
Document Version	2.0
Author	CSC Training Staff
Contract Number	02476-09
Document Creation Date	06/28/2012
Document Current Version Date	03/06/2013
Purpose of Document	User Manual

DOCUMENT REVISION HISTORY

Document Revision History			
Version	**Date**	**Author**	**Description**
1.0	06/28/2012	CSC Training Staff	First Draft
2.0	03/06/2013	CSC Training Staff	User Acceptance Testing (UAT) Training Version

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1- OVERVIEW

This manual will aid WIC staff in learning about the function and use of the Finance module of the Crossroads WIC System. The Finance module is a comprehensive solution to help WIC staff manage a variety of financial tasks such as grants, other program income, funds, month and year end closing, rebates, expenses and revenues, projections, and billing. Major functions of this module include the following:

- **Managing Grants** – Used to add and modify existing grant records and add new and view existing grant awards.
- **Allocating and Monitoring Funds** – Used to accurately track the use of funds and monies.
- **Rebates** – Used to add and modify rebate contracts and view existing rebate invoices.
- **Tracking Expense, Revenues, and Projects** – Used to monitor expenses and revenues by the WIC staff and to forecast possible changes that could affect expenses and revenues.
- **Invoices and Billing** – Used to manage EBCI and 3rd party billing files and invoices.

Manual Content

This manual includes the following components organized in the order indicated:

- **Table of Contents (TOC)** – Lists each documented training scenario included in this manual. The TOC is organized to complement the delivery of instructor-led, classroom training. Similar scenarios are grouped together by major system functions. Use the TOC to look up training scenarios first by function and then by scenario title.
- **Training Manual Overview** – Outlines the content of this manual and explains how this manual can be used. It includes information about the general structure of this manual and tips to help you get the most out of it.
- **Training Scenarios** – Covers situations that one might encounter in a typical day. Each scenario walks you through an entire process. Scenarios connect the individual tasks necessary to complete a process. The scenarios were written and organized to facilitate an instructor-led training session, but the scenarios can be used as reference guides after your training is complete.

Conventions and Features

This manual follows certain conventions that make it easy for you to use the materials presented and includes the following features that help you identify similar information from one topic to another:

- Training scenarios are grouped together by major system functions, so that you can locate the desired scenario more easily.
- Each training scenario begins with an Overview section that includes an explanation of what is covered within the scenario, so you'll know from the start what you'll be learning.
- Training scenarios are documented using Tasks and Steps. A Task is a major activity in a larger process and indicates a substantial portion of the overall process whereas a Step is one of several user actions within a Task.
- The manual provides Tasks and Steps for differing levels of detail. You can follow the list of Tasks (less detail) or you can go deeper and follow each Step of the process, click by click and action by action (more detail).
- Buttons you'll need to click and data you'll need to enter are accented in bold to help them stand out on the page, so that you can identify these items more easily.

- Pictures of application screens are included within each training scenario to help familiarize you with the screens. Data displayed in the pictures is intended for illustrative purposes only and does not represent live data. During classroom training, use the data supplied by the instructor. Outside of classroom training, enter the appropriate data as necessary to complete the task at hand.
- Callout boxes help you find specific types of information quickly. The callout boxes are displayed and defined below.

Notes

The notepad-and-pencil icon displays to the left of paragraphs that provide additional, and usually more detailed, information about the application. Sometimes the notes give you additional information about the screen you're working with, and sometimes the notes inform you where to find additional information elsewhere. Either way, it is well worth your time to watch for these helpful icons.

Using This Manual

This manual can be used as a training manual during instructor-led, classroom training or as a reference guide once training is concluded. Use the table of contents (TOC) to locate a training scenario. Once you've located a specific training scenario, review the Overview section (at a minimum) to find out important details surrounding the scenario such as the starting point, type of data needed, and a summary of the Task(s) to be completed in the overall process. You can follow the associated Steps for more detail as needed.

State-specific Functionality

The Crossroads WIC System requires some initial setup before it can be used. Setup for the User Manual includes the following:

- **Features** – Certain features of the User Manual are set up using the System Administration module. These features must be set up before the system is used to ensure the system functions as expected. Please refer to the *Manage System Settings* section of the *System Administration Module DFDD* for additional information about state-defined features.

  The following is a list of applicable system settings:

- **Target Food Expense %** – The percent threshold goal for food expenditures in decimal format.
- **Target NSA Admin %** – The percent threshold goal for Nutrition Services Administration expenditures in decimal format.
- **Target NSA Breastfeeding %** – The percent threshold goal for breastfeeding expenditures in decimal format.
- **Target NSA Nutrition Education %** – The percent threshold goal for nutrition education in decimal format.
- **Target State-To-Federal Participation Cost %** – Monitoring of spending targets. If state cost-per-participant DIVIDED BY federal cost-per-participant exceeds this percentage, the WIC staff receives an alert on the **Monitor Funds** screen.
- **NSA Breakout** – Denotes grouping NSA amounts or breaking NSA amounts into four separate categories.
- **Ignore-June-30** – The system ignores transactions received from the state finance system with an effective date of June 30.
- **Back-Spend Food Enter Standard %** – When performing a back-spend for food; this percentage is used to determine the FNS-specified 'Standard' back-spend amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount .
- **Back Spend Food Enter Exception %** – When performing a back-spend for food; this percentage is used to determine the FNS-specified 'Standard' back-spend amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount.
- **Back Spend NSA Enter Standard %** – When performing a back-spend for NSA; this percentage is used to determine the FNS-specified 'Standard' back-spend amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount.
- **Back Spend NSA Enter Exception %** – When performing a back-spend for NSA; this percentage is used to determine the FNS-specified 'Standard' back-spend amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount.
- **Back Spend FM Admin Enter Standard %** – When performing a back-spend for Farmer's Market Administration; this percentage is used to determine the FNS-specified 'Standard' back-spend amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount.
- **Back Spend FM Admin Enter Exception %** – When performing a back-spend for Farmer's Market Administration; this percentage is used to determine the FNS-specified 'Standard' back-spend amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount.
- **Back Spend FM Food Enter Standard %** – When performing a back-spend for Farmer's Market Food; this percentage is used to determine the FNS-specified 'Standard' back-spend amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount.
- **Back Spend FM Food Enter Exception %** – When performing a back-spend for Farmer's Market Food; this percentage is used to determine the FNS-specified 'Standard' back-spend

amount. The system warns the user if the back-spend amount exceeds this amount, but allows additional back-spend up to the 'Exception' amount.

- **Spend Forward NSA-to-NSA %** – The FNS-specified limit of NSA-to-NSA spend-forward.
- **Spend Forward NSA-to-MIS %** – The FNS-specified limit of NSA-to-MIS spend-forward.
- **NSA-Conversion-Threshold** – Specifies the NSA fund balance below which a Food-to-NSA fund conversion is supported.
- **Food-Conversion-Threshold** – Specifies the food fund balance below which an NSA-to-Food fund conversion is supported.
- **Mid-Month Invoice** – Denotes whether the **Rebate Invoice** screen supports the generation of a mid-month rebate invoice.
- **Include Actual In Gross Obligation Estimate (798 Report)** – Affects how Line-1 of the FNS-798 reports for "months that are three months or more prior to the report month (and in same FFY)". If "Yes", reports actual food dollars spent. If "No", reports estimated food obligations.
- **Allocate Program Income and Rebate Interest to** – Depending on state selections on applying program income and interest on rebates, the application includes the amounts on Line 8 (Food) or Line 22 (NSA) of the 798.
- **Min State Matching FM Admin %** – State matching requirement when receiving a federal Farmers Market Administrative grant.

Search Grants

The **Grant Search** screen allows you to manage grants. Use this screen to search for and modify existing grant records, add new and modify existing fund allocation records, add new and view existing grant award document records, and add new and modify existing letter of credit records.

This process includes the following tasks:

Task A. Searching for an Existing Grant 1-6

Task B. Modifying an Existing Grant 1-8

Task C. Adding or Modifying a Fund Allocation 1-9

Task D. Adding New or Viewing Historical Grant Award Document Information 1-12

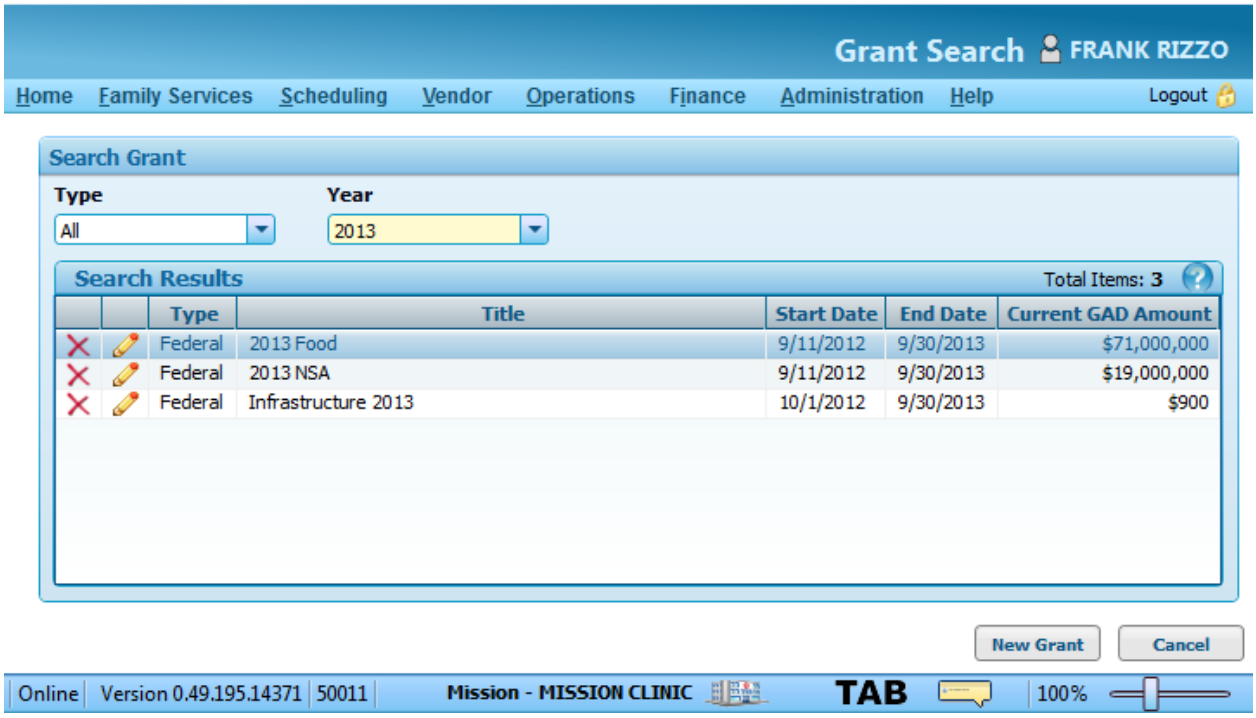
Task E. Adding New Letter of Credit Information 1-15

Task F. Modifying Existing Letter of Credit Information 1-18

Task A. Searching for an Existing Grant

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → Search Grants**. The **Grant Search** screen displays.



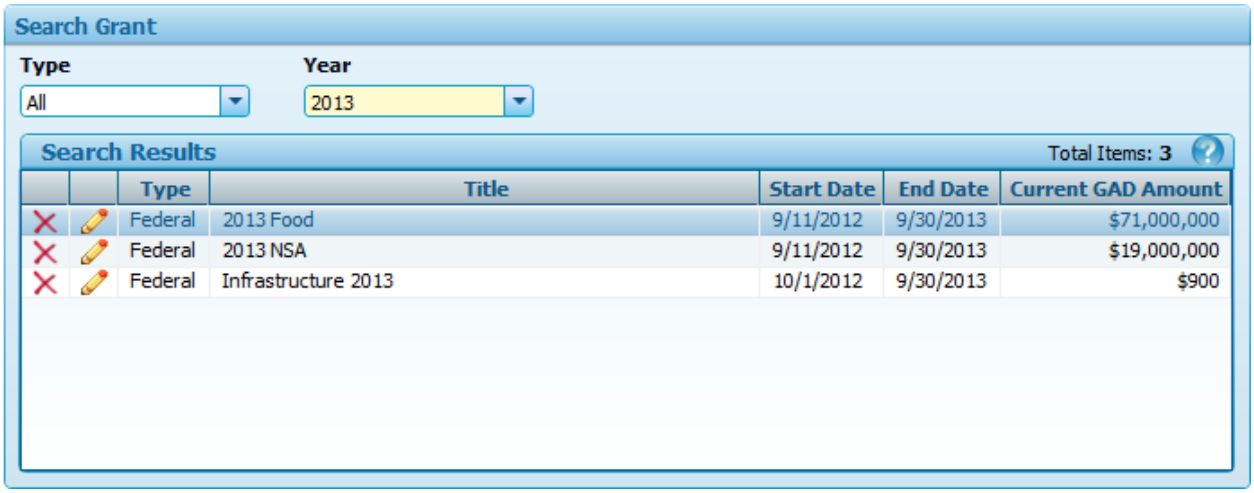
The Search Results grid in the Search Grant container displays the Type, Title, Start Date, End Date, and Current GAD Amount for each grant defined for the Type and Year currently selected.

All grants with a Start Date or End Date in the selected fiscal year display as the default.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid

Click the Delete button (X) to delete an existing record from the interface.

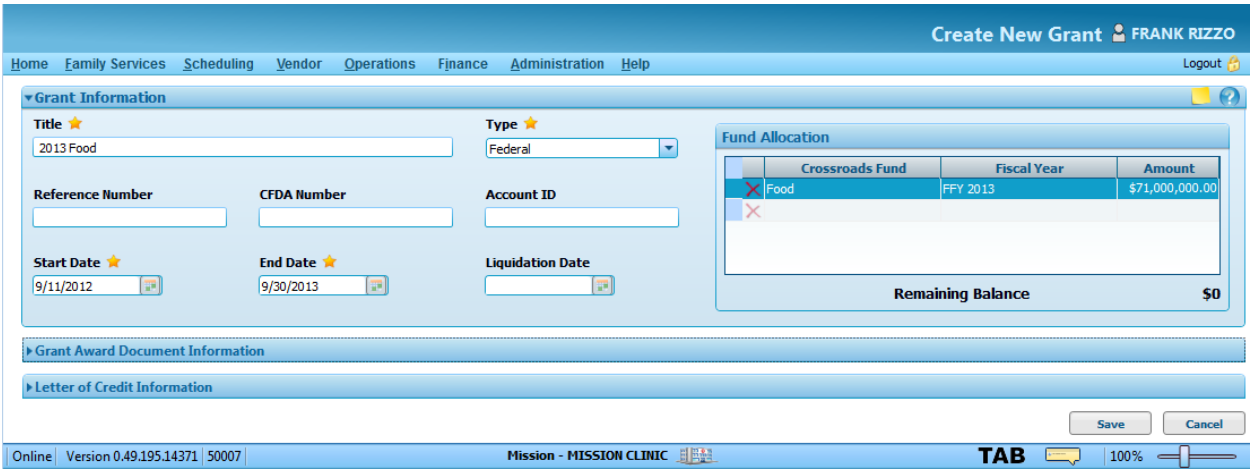
2. Select the **Type** and/or **Year** to filter the results displayed. The screen is automatically refreshed and displays the results in the **Search Results** grid.



Task B. Modifying an Existing Grant

Complete the following steps to perform this task:

1. Search for an existing grant record.
2. Double-click on a row in the grid or click the **Edit** button ( ) to modify the grant record. The **Create New Grant** screen displays.

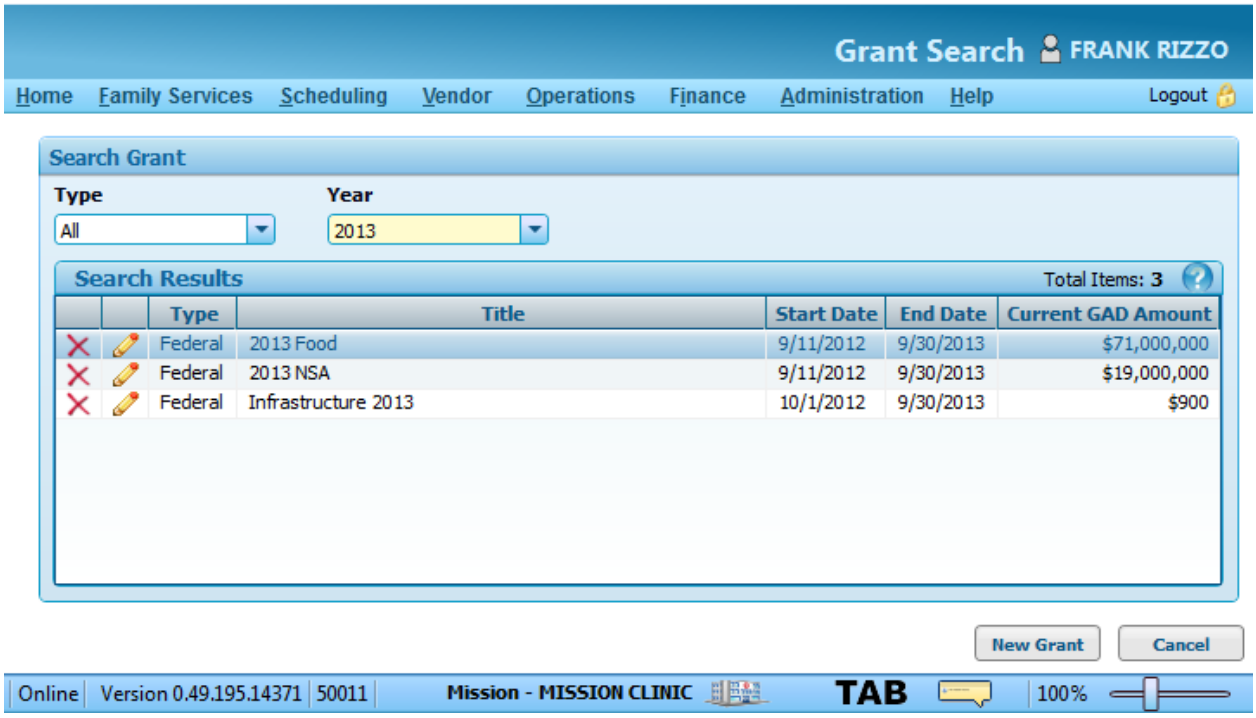


3. Update the **Grant Information** section for the existing grant by modifying the following as needed:
   - Edit the **Title**.
   - Edit the **Type**.
   - Edit the **Reference Number**.
   - Edit the **CFDA Number**.
   - Edit the **Account ID**.
   - Edit the **Start Date**. This is the first day on which the grant is valid.
   - Edit the **End Date**. This is the last day on which the grant is valid.
   - Edit the **Liquidation Date**. **Liquidation Date** is data-entry only and used for reference only.
4. Click **Save**. A status message displays.

Task C. Adding or Modifying a Fund Allocation

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → Search Grants**. The **Grant Search** screen displays.

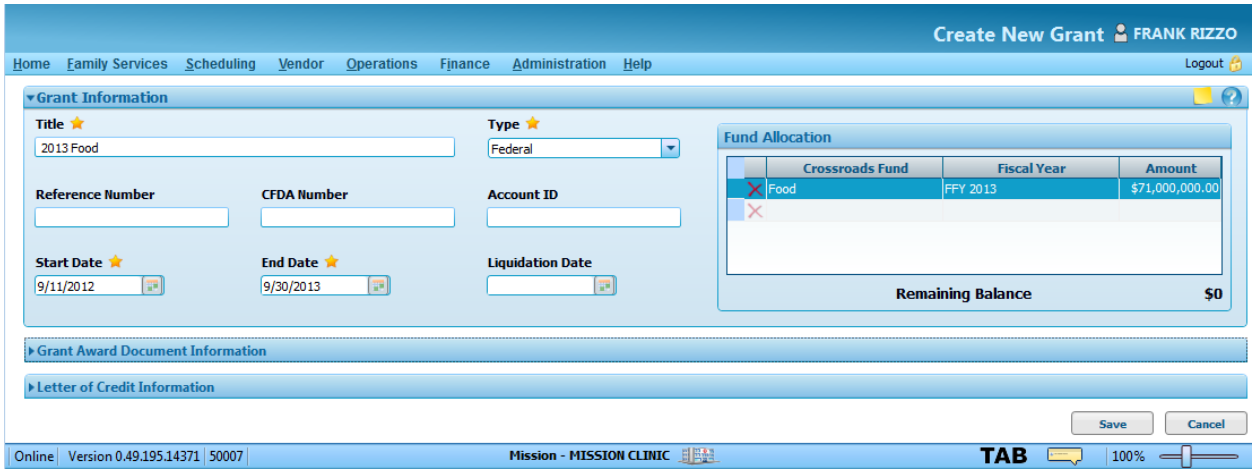


The Search Results grid displays the Type, Title, Start Date, End Date, and Current GAD Amount for each grant defined.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

Click the Delete button (✕) to delete an existing record as needed.

2. Double-click on a row in the grid or click the **Edit** button ( ) to select the grant and add a fund allocation. The **Create New Grant** screen displays.



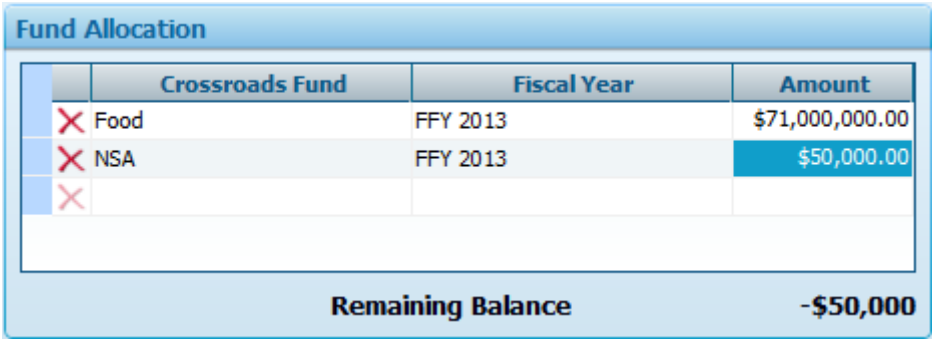
The Create New Grant screen can also be accessed using a different method from the Home screen. Go to Finance → Grant and Income → Create New Grant.

The Fund Allocation grid displays the Fund, Fiscal Year, and Amount for each fund allocation record displayed.

Click the Delete button ( ) to delete an existing record as needed.

3. Under **Fund Allocation**, click the blank row at the bottom of the grid to select it.

4. Enter the new **Fund Allocation** details as follows:
   - Select the **Fund**.
   - Select the **Fiscal Year**.
   - Enter the **Amount**.



5. Modify existing **Fund Allocation** details by editing the following as needed:
   - Crossroads Fund.
   - Fiscal Year.
   - Amount

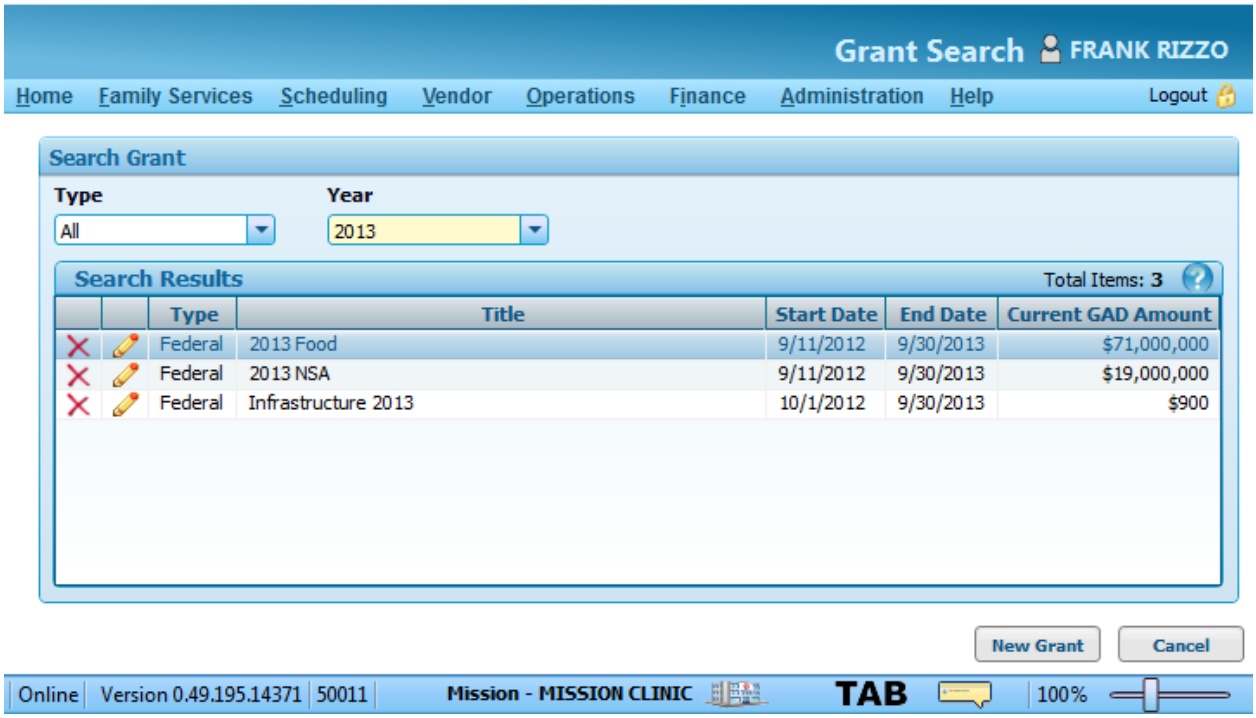
The Fund Allocation total should not exceed current Grant Award Document amount.

6. Click **Save**. A status message displays.

Task D. Adding New or Viewing Historical Grant Award Document Information

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → Search Grants**. The **Grant Search** screen displays.

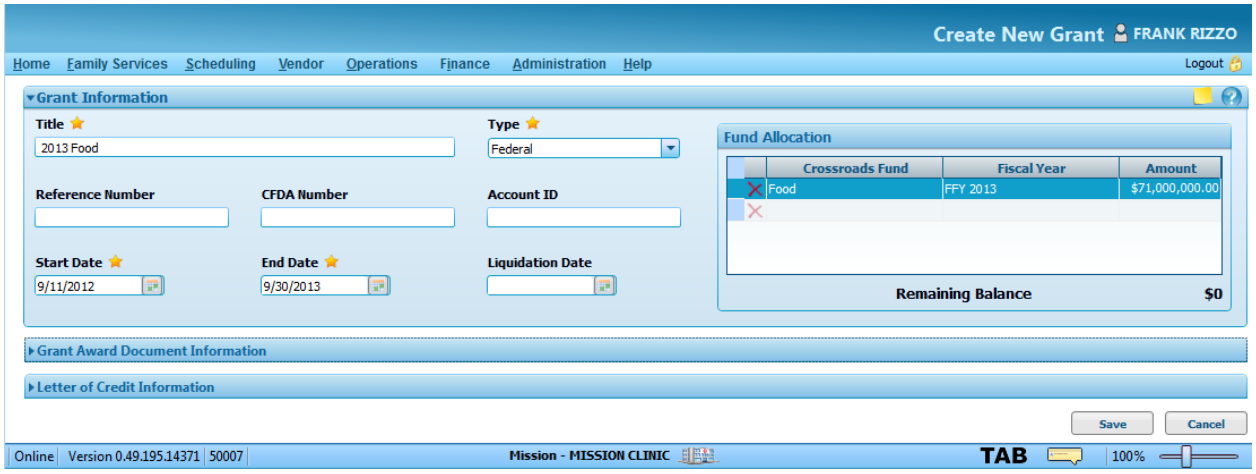


The Search Results grid displays the Type, Title, Start Date, End Date, and Current GAD Amount for each grant defined.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

Click the Delete button (✕) to delete an existing record as needed.

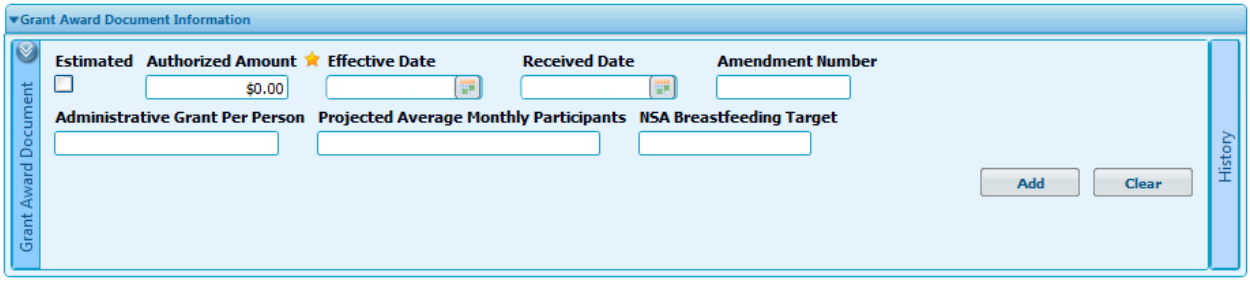
2. Double-click on a row in the grid or click the **Edit** button ( ) to select the grant. The **Create New Grant** screen displays.



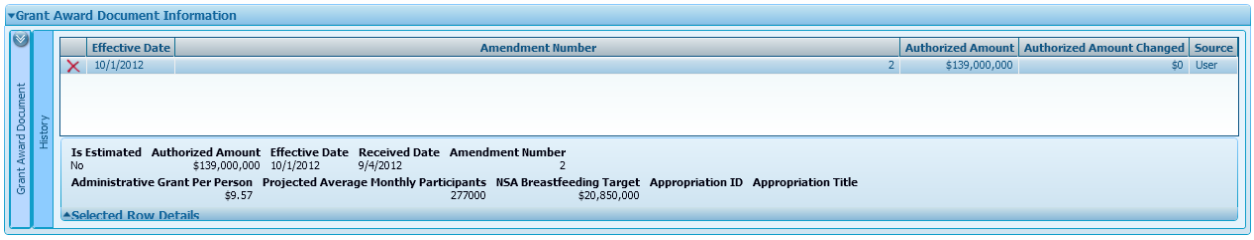
The Create New Grant screen can also be accessed using a different method from the Home screen. Go to Finance → Grant and Income → Create New Grant.

3. Expand the **Grant Award Document Information** section by clicking the expand/collapse arrow.

4. To add grant award document information, complete the following information in the **Grant Award Document Information** section as needed:
   - Select **Estimated** to indicate that this record is an estimation.
   - Enter the **Authorized Amount**.
   - Enter or select the **Effective Date**.
   - Enter or select the **Received Date**.
   - Enter the **Amendment Number**.
   - Enter the **Administrative Grant Per Person**.
   - Enter the **Projected Average Monthly Participants**.
   - Enter the **NSA Breastfeeding Target**.
5. Click **Add** to save the **Grant Award Document Information**, or click **Clear** to clear the information completed and start over.
6. To view a historical list of existing grant award document records, click **History**.



Historical information displays in the History grid under Grant Award Document Information.



The History grid displays the Effective Date, Amendment Number, Authorized Amount, Authorized Amount Changed, and Source for each grant award document record displayed.

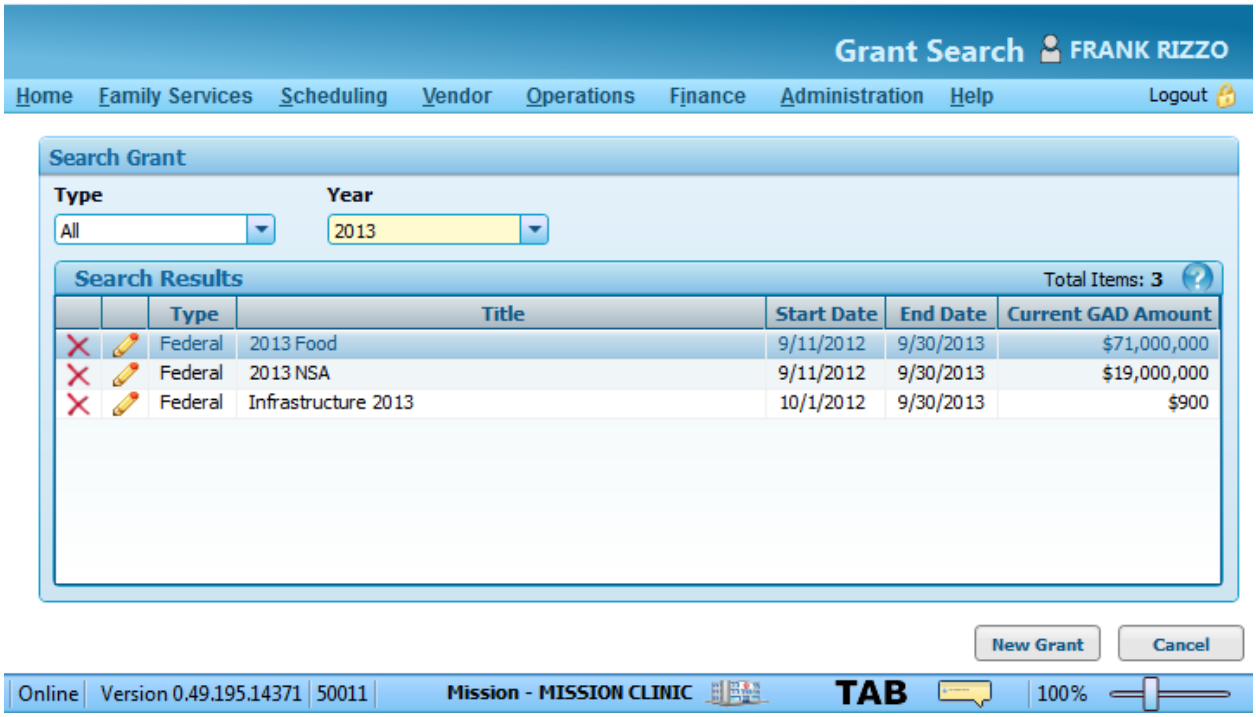
Click Selected Row Details to view or hide detailed information for the currently selected row.

Click the Delete button (X) to delete an existing record from the interface.

Task E. Adding New Letter of Credit Information

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → Search Grants**. The **Grant Search** screen displays.

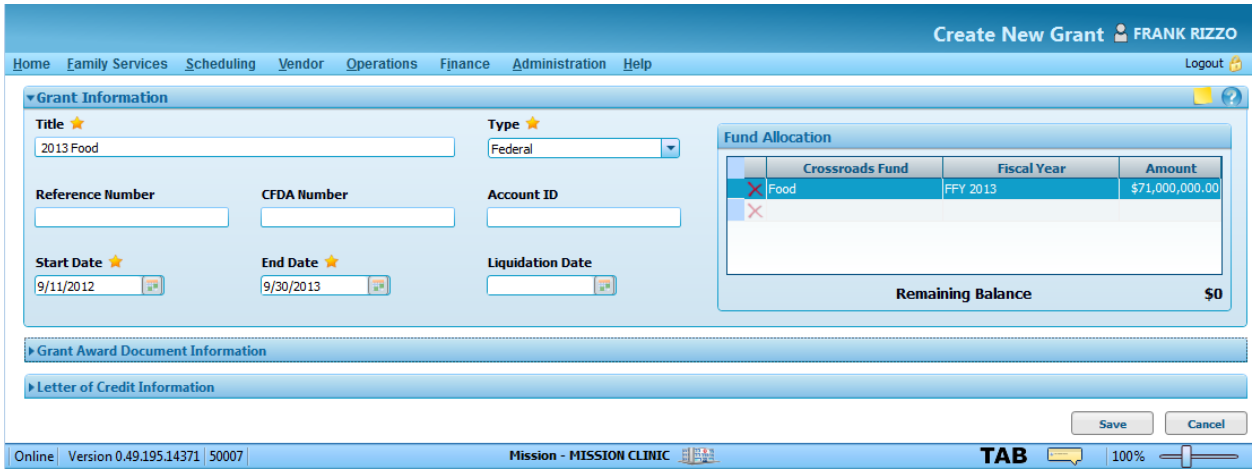


The Search Results grid displays the Type, Title, Start Date, End Date, and Current GAD Amount for each grant defined.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

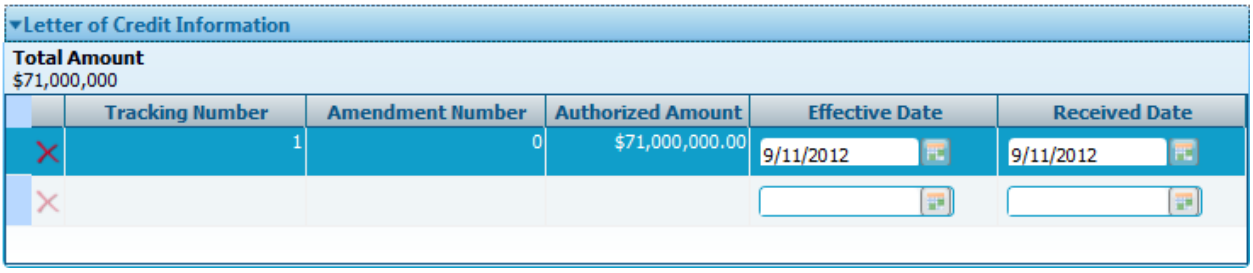
Click the Delete button (✕) to delete an existing record as needed.

2. Double-click on a row in the grid or click the **Edit** button ( ) to select the grant. The Create **New Grant** screen displays.



The Create New Grant screen can also be accessed using a different method from the Home screen. Go to Finance → Grant and Income → Create New Grant.

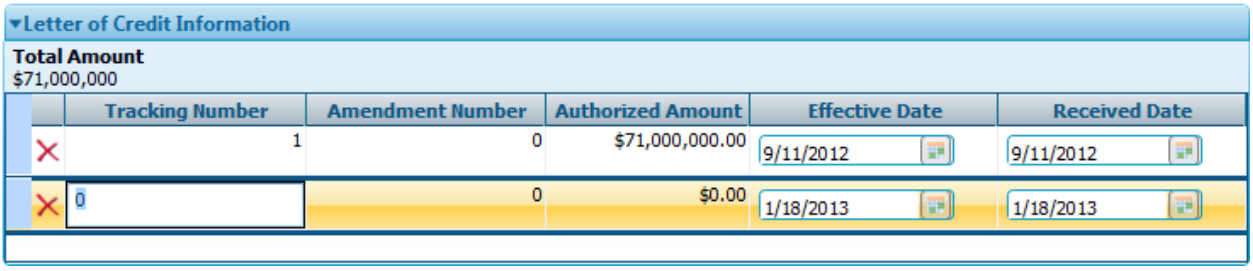
3. Expand the **Letter of Credit Information** section by clicking the expand/collapse arrow.



The Letter of Credit Information grid displays the Tracking Number, Amendment Number, Authorized Amount, Effective Date, and Received Date for each letter of credit record displayed.

Click the Delete button ( ) to delete an existing record from the interface.

4. Under **Letter of Credit Information**, click the blank row at the bottom of the grid to select it.

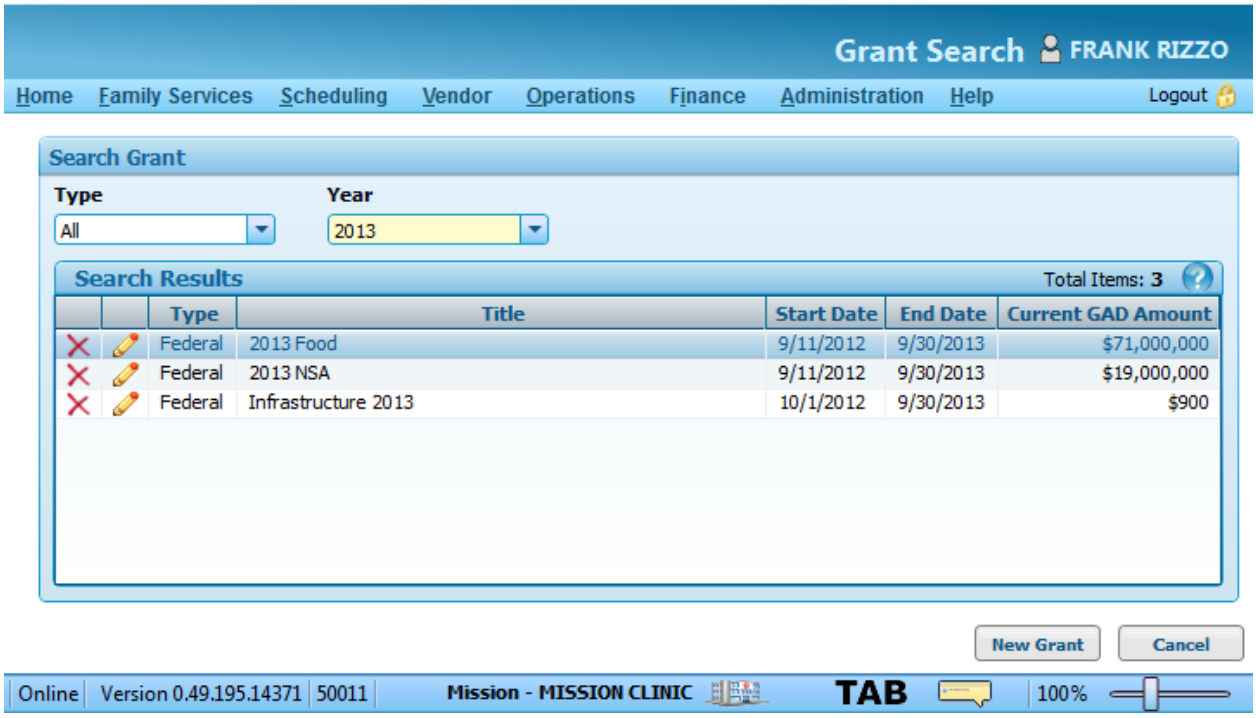


5. Enter the new letter of credit details as follows:
    - Enter the **Tracking Number**.
    - Enter the **Amendment Number**.
    - Enter the **Authorized Amount**.
    - Enter or select the **Effective Date**.
    - Enter or select the **Received Date**.
6. Click **Save**. A status message displays.

Task F. Modifying Existing Letter of Credit Information

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → Search Grants**. The **Grant Search** screen displays.

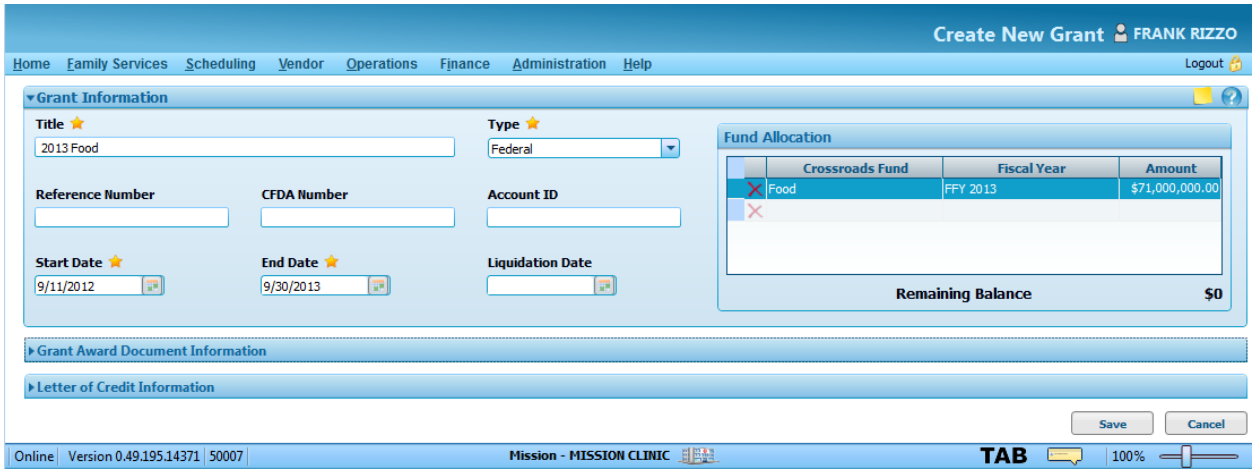


The Search Results grid displays the Type, Title, Start Date, End Date, and Current GAD Amount for each grant defined.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

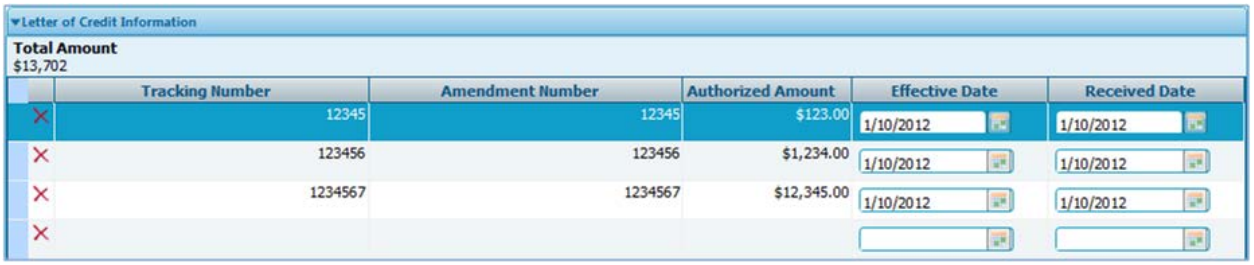
Click the Delete button (✕) to delete an existing record as needed.

2. Double-click on a row in the grid or click the **Edit** button ( ) to select the grant. The **Create New Grant** screen displays.



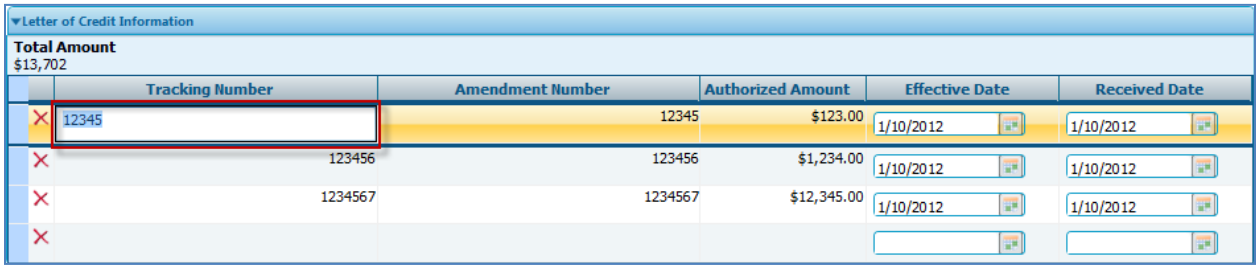
The Create New Grant screen can also be accessed using a different method from the Home screen. Go to Finance → Grant and Income → Create New Grant.

3. Expand the **Letter of Credit Information** section by clicking the expand/collapse arrow.

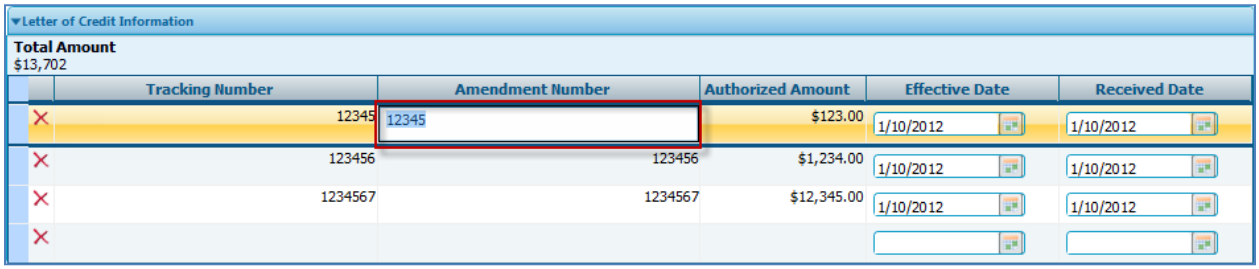


The Letter of Credit Information grid displays the Tracking Number, Amendment Number, Authorized Amount, Effective Date, and Received Date for each letter of credit record displayed.

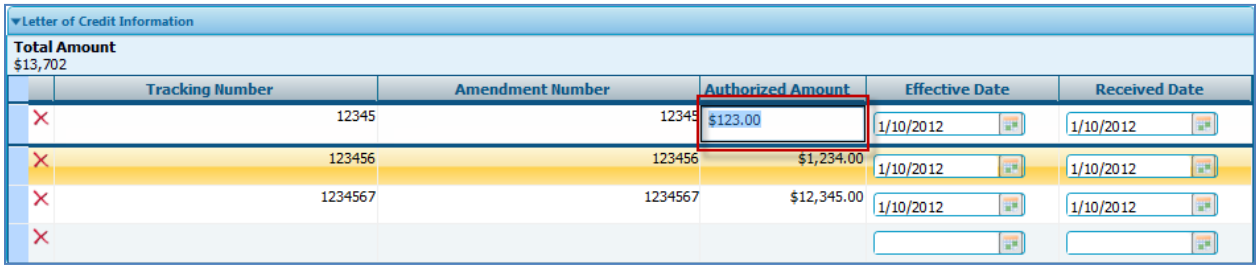
4. Under **Letter of Credit Information**, click the **Tracking Number** and type an alternate number to update the tracking number.



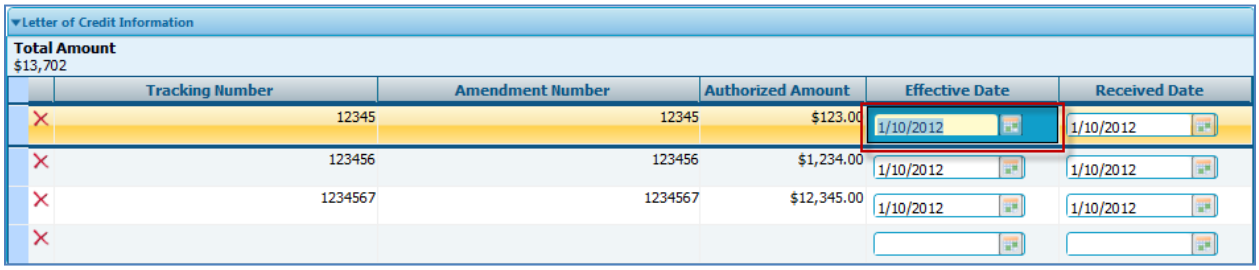
5. Click the **Amendment Number** and type an alternate number to update the amendment number.



6. Click the **Authorized Amount** and type an alternate number to update the authorized amount.

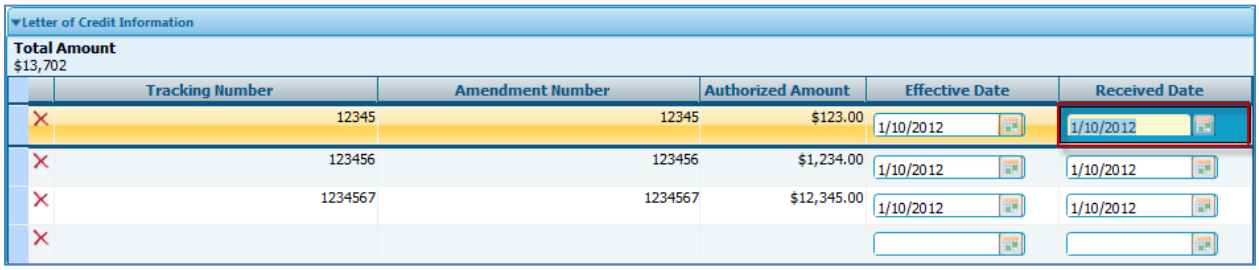


7. Click the **Effective Date** and type an alternate number to update the effective date.



Click the Calendar button ( ) to select the date from a calendar as needed.

8. Click the **Received Date** and type an alternate number to update the received date.



Click the Calendar button ( ) to select the date from a calendar as needed.

9. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Search Grants** process.

Create New Grant

The **Create New Grant** screen allows you to create new grant records.

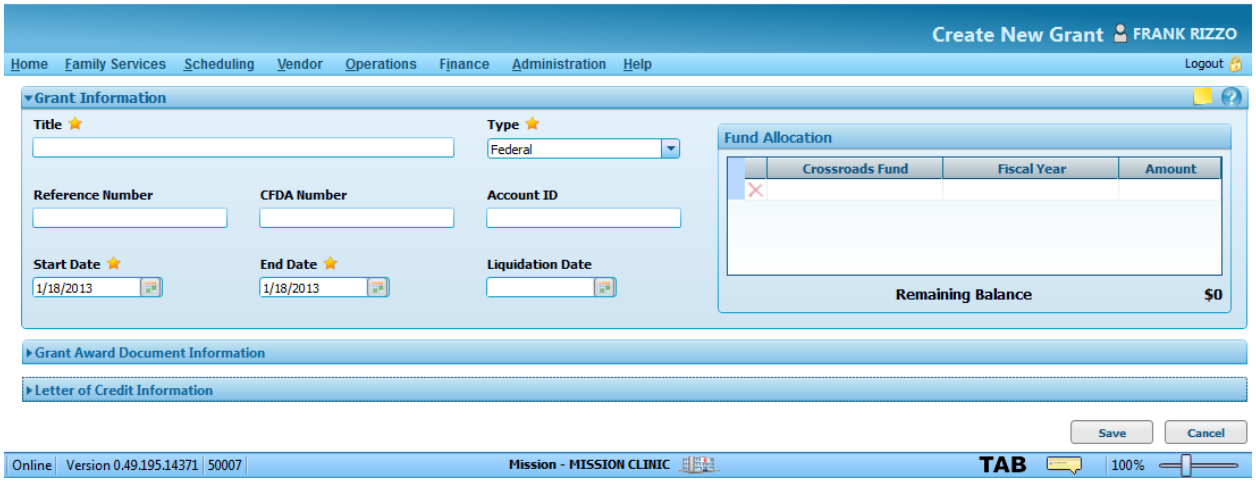
This process includes the following task:

Task A. Adding a New Grant 1-23

Task A. Adding a New Grant

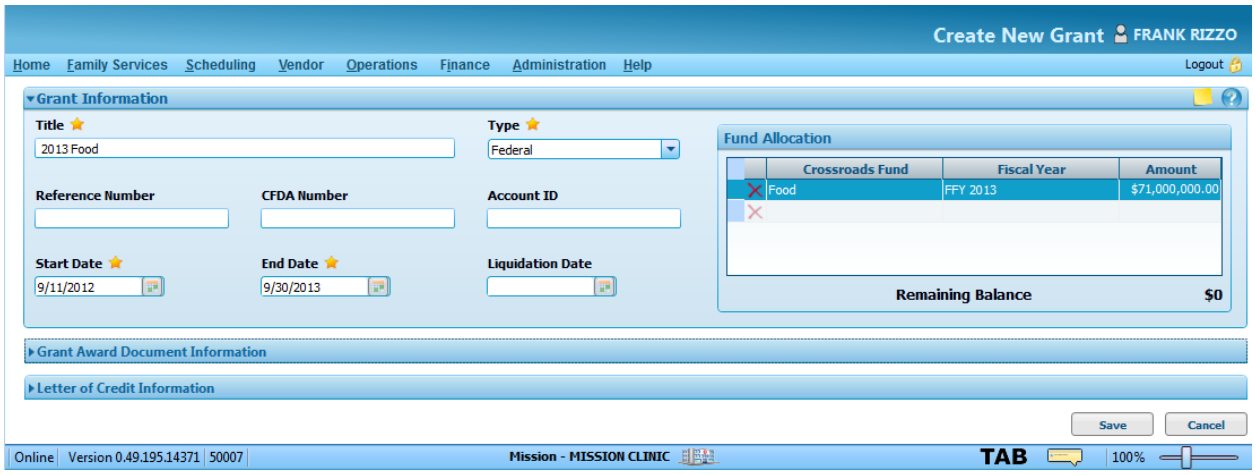
Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → Create New Grant**. The **Create New Grant** screen displays.



2. Under **Grant Information**, complete the details for the new grant record by doing the following:

   - Enter the **Title**.
   - Select the **Type**.
   - Enter the **Reference Number**.
   - Enter the **CFDA Number**.
   - Enter the **Account ID**.
   - Enter or select the **Start Date**. This is the first day on which the grant is valid.
   - Enter or select the **End Date**. This is the last day on which the grant is valid.
   - Enter or select the **Liquidation Date**. Liquidation Date is data-entry only and used for reference only.



3. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Create New Grant** process.

View Other Program Income

The **View Other Program Income** screen and the **Manage Other Program Income** screen allow you to manage other program income records. Use these screens to not only search for, add, view, and modify other program income records but to also print deposit slips and manually reconcile other program income records.

This process includes the following tasks:

Task A. Adding a New Other Program Income 1-26

Task B. Searching for an Existing Other Program Income 1-28

Task C. Modifying an Existing Other Program Income 1-29

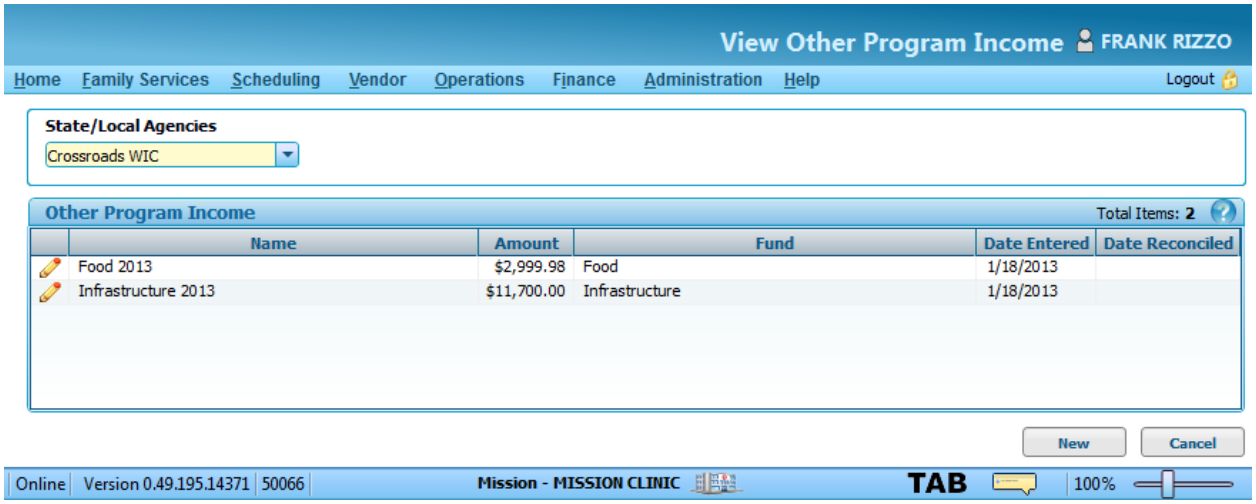
Task D. Printing a Deposit Slip for an Other Program Income 1-31

Task E. Manually Reconciling an Other Program Income 1-32

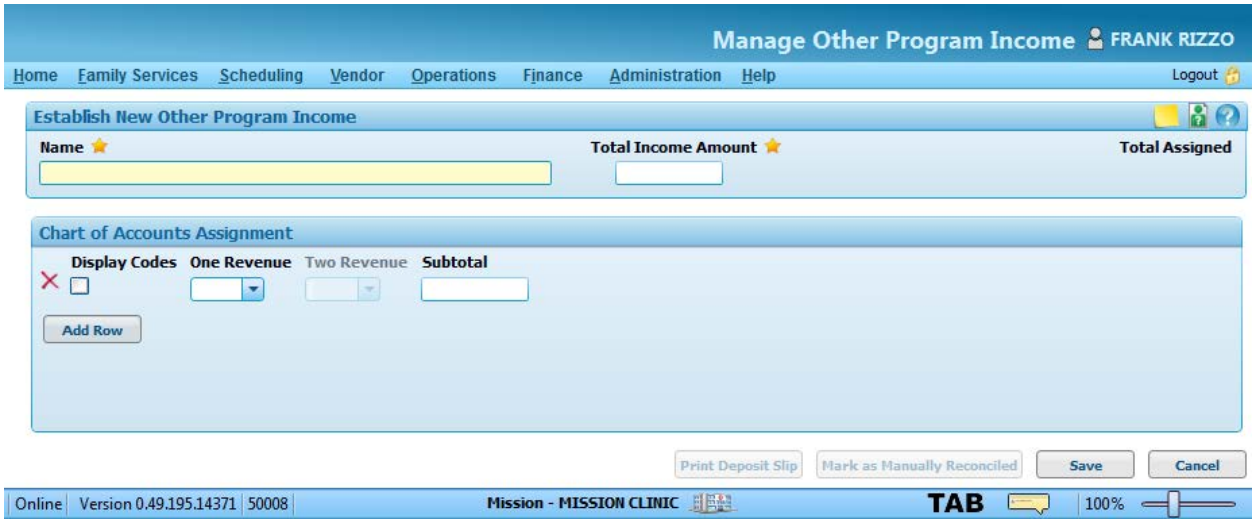
Task A. Adding a New Other Program Income

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → View Other Program Income**. The **View Other Program Income** screen displays.



2. Click **New**. The **Manage Other Program Income** screen displays.



3. Under **Establish New Other Program Income**, complete the details for the new other program income by doing the following:
   - Enter the **Name**.
   - Enter the **Total Income Amount**.

Total Assigned displays the total amount currently assigned to the other program income record under Chart of Accounts Assignment. No value is displayed until accounts have been assigned.

4. Under **Chart of Accounts Assignment**, complete the details for an account assignment by doing the following:

   - Select **Display Codes** to display chart of account values/codes as options in the **Level Description** drop-down lists.
   - Select the **Level Description 1** (In this instance labeled **One Revenue**).
   - Select the **Level Description 2**.
   - Select the **Level Description 3** (if used).
   - Select the **Level Description 4** (If used).
   - Enter the **Subtotal**.

Click Add Row to add additional account assignment information for the other program income as needed.

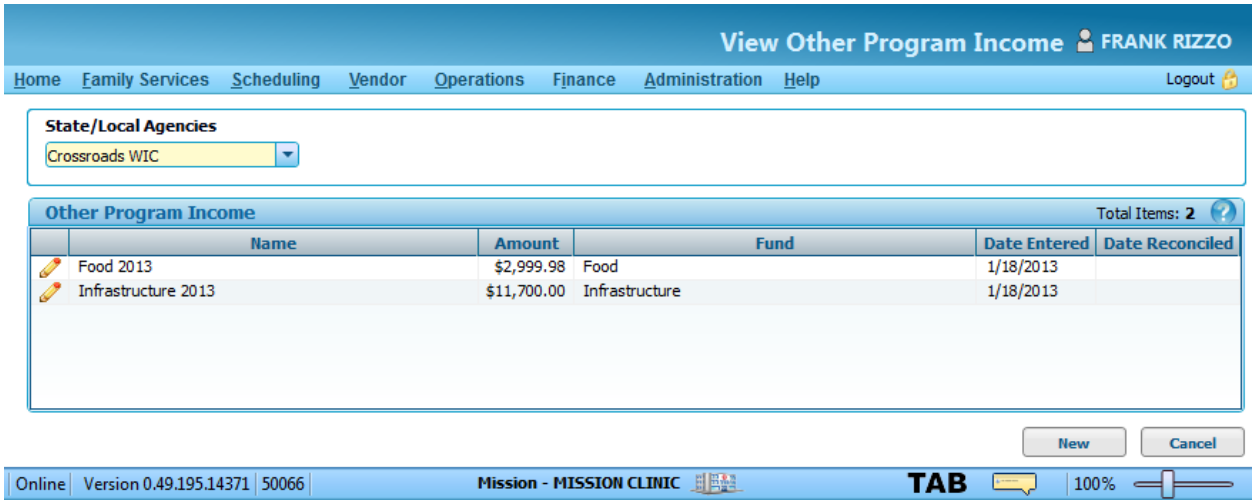
The sum of the subtotal(s) entered is displayed under Establish New Other Program Income in Total Assigned. The Total Assigned must equal the Total Income Amount entered.

5. Click **Save**. A status message displays.

Task B. Searching for an Existing Other Program Income

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Grant and Income → View Other Program Income**. The **View Other Program Income** screen displays.



The Other Program Income grid displays the Name, Amount, Fund, Date Entered, and Date Reconciled for each other program income defined for the State/Local Agencies currently selected.

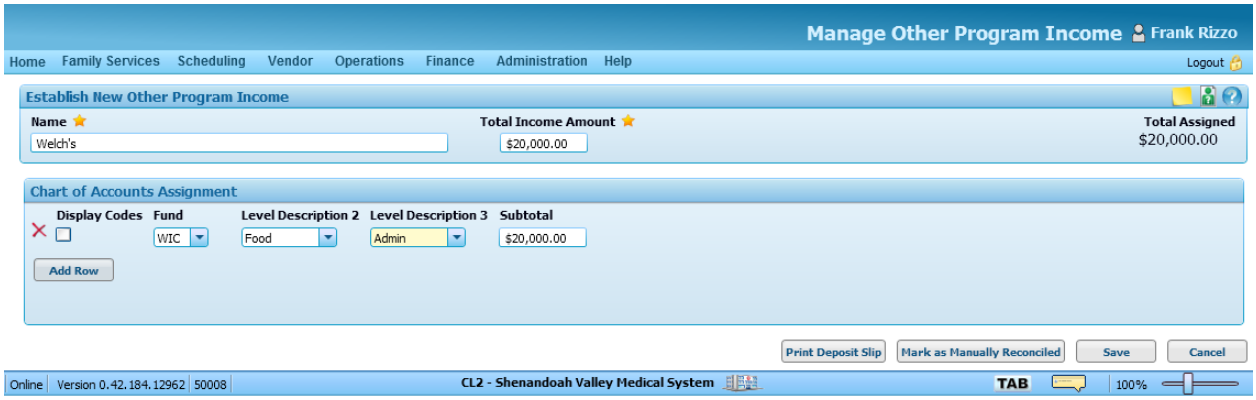
Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

2. Select the **State/Local Agencies** to filter the results displayed. The screen is automatically refreshed and displays the results in the **Other Program Income** grid.

Task C. Modifying an Existing Other Program Income

Complete the following steps to perform this task:

1. Search for an existing other program income record.
2. Click the **Edit** button ( ) to modify the other program income record. The **Manage Other Program Income** screen displays.



3. Under **Establish New Other Program Income**, update the details for the other program income by doing the following:
   - Edit the **Name**.
   - Edit the **Total Income Amount**.

Total Assigned displays the total amount currently assigned to the other program income record under Chart of Accounts Assignment. No value is displayed until accounts have been assigned.

4. Under **Chart of Accounts Assignment**, update the details for the account assignment by doing the following:
   - Select **Display Code** to display chart of account values/codes as options in the **Level Description** drop-down lists.
   - Edit the **Level Description 1**.
   - Edit the **Level Description 2**.
   - Edit the **Level Description 3** (if used).
   - Edit the **Level Description 4** (if used).
   - Edit the **Subtotal**.

Click Add Row to add an additional account assignment row for the other program income as needed.

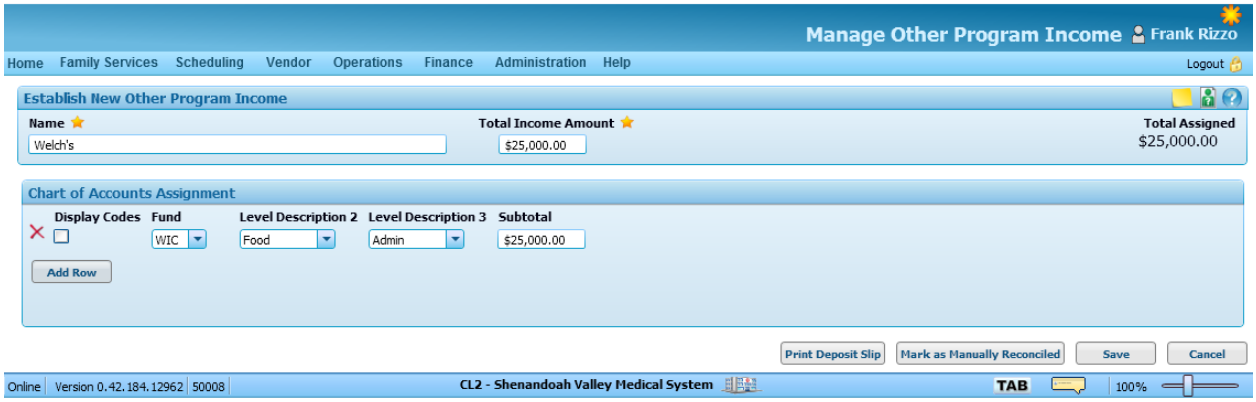
The sum of the subtotal(s) entered is displayed under Establish New Other Program Income in Total Assigned. The Total Assigned must equal the Total Income Amount entered.

5. Click **Save**. A status message displays.

Task D. Printing a Deposit Slip for an Other Program Income

Complete the following steps to perform this task:

1. Search for an existing other program income record.
2. Click the **Edit** button ( ) to modify the other program income record. The **Manage Other Program Income** screen displays.

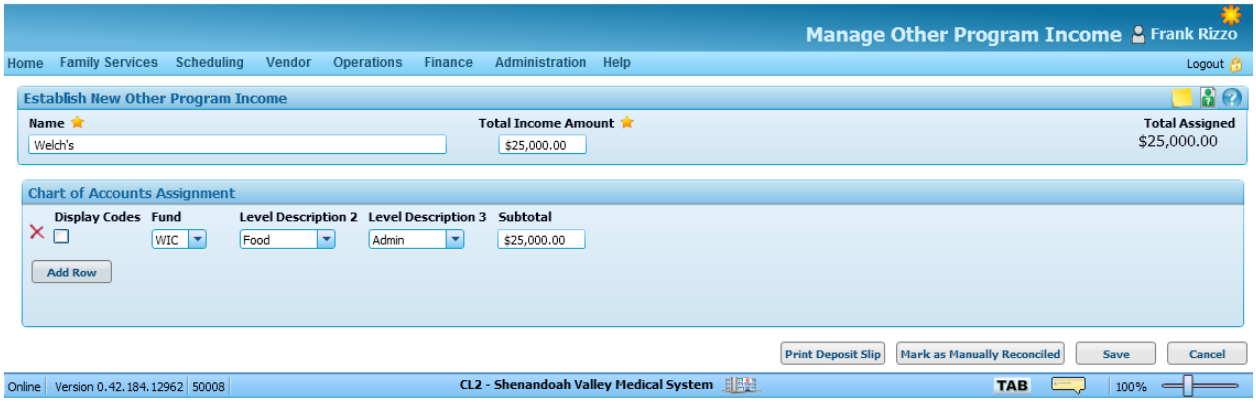


3. Click **Print Deposit Slip**. The details of the other income amount record including the account assignment amounts are printed.

Task E. Manually Reconciling an Other Program Income

Complete the following steps to perform this task:

1. Search for an existing other program income record.
2. Click the **Edit** button ( ) to modify the other program income record. The **Manage Other Program Income** screen displays.



3. Click **Mark as Manually Reconciled** to indicate that the other income amount record has been received by the state finance system.

Indicating that another income amount record is manually reconciled identifies records that could not be automatically reconciled when examining the state finance system data feed.

Congratulations!

You have successfully completed the **View Other Program Income** process.

2- FUNDS

Search Fund Allocations

The **Funds** menu allows you to manage fund allocations and conversions. Use this menu to perform various tasks related to fund allocations and conversions.

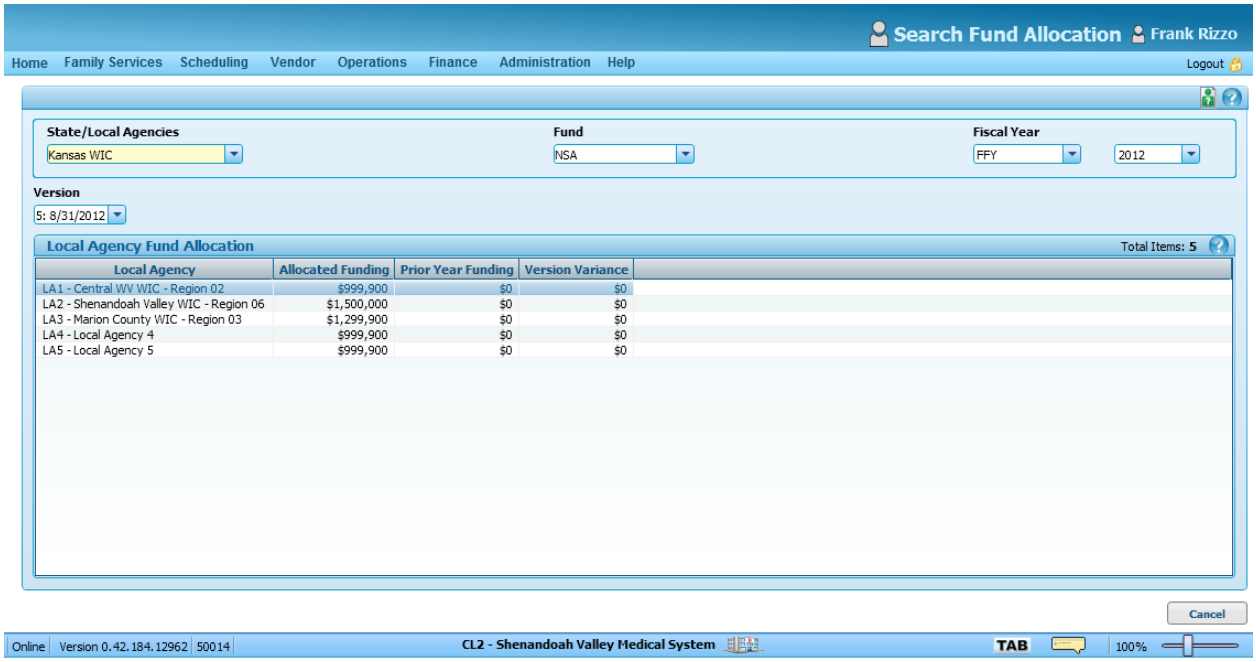
This process includes the following tasks:

Task A. Searching for an Existing Fund Allocation 2-2

Task A. Searching for an Existing Fund Allocation

Complete the following steps to perform this task:

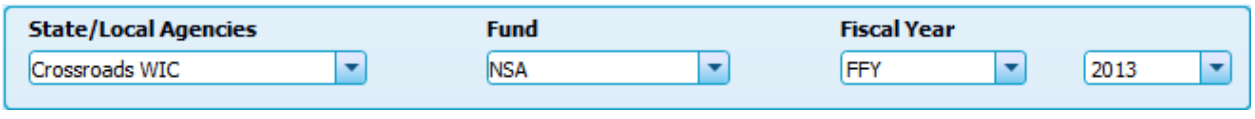
1. From the **Home** screen, go to **Finance → Funds → Search Fund Allocations**. The **Search Fund Allocation** screen displays.



The Local Agency Fund Allocation grid displays the Local Agency, Allocated Funding, Prior Year Funding, and Version Variance for each fund allocation defined.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

2. Select the **State/Local Agencies**, **Fund**, and/or **Fiscal Year** to filter the results displayed. The **Local Agency Fund Allocation** grid updates and displays results based on the selection(s).



Congratulations!

You have successfully completed the **Search Fund Allocations** process.

Allocate Funds

The **Funds** menu allows you to manage fund allocations and conversions. Use this menu to perform various tasks related to fund allocations and conversions.

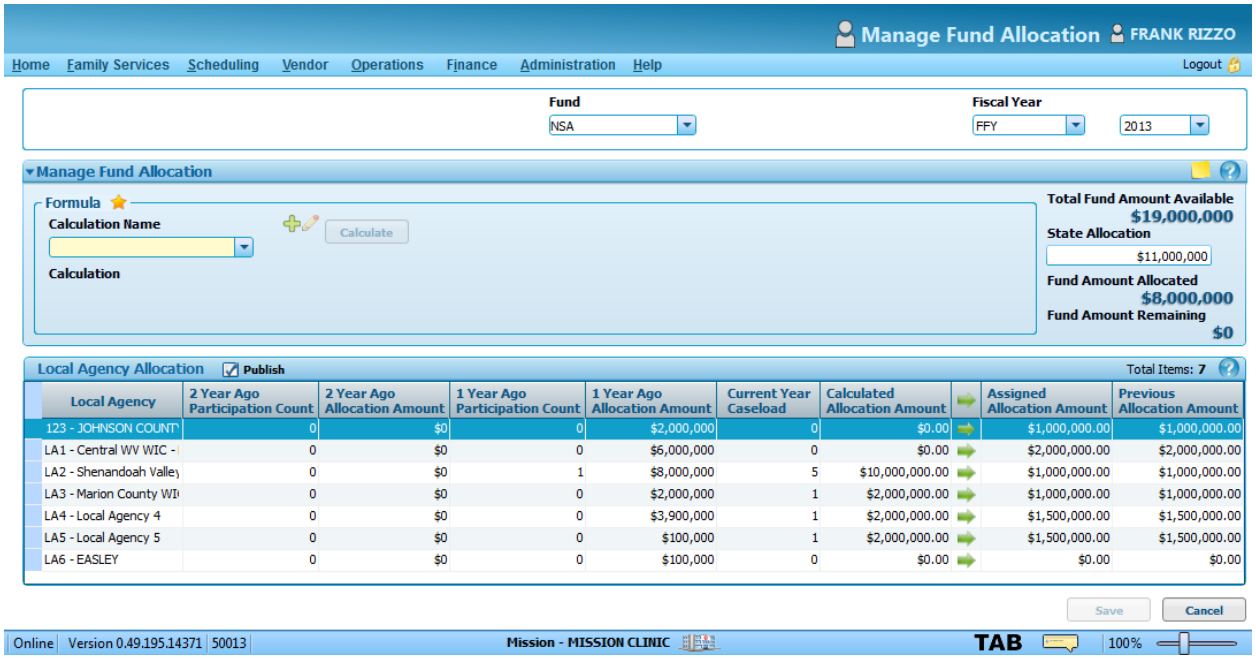
This process includes the following tasks:

Task A. Allocating Funds 2-4

Task A. Allocating Funds

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Funds → Allocate Funds**. The **Manage Fund Allocation** screen displays.

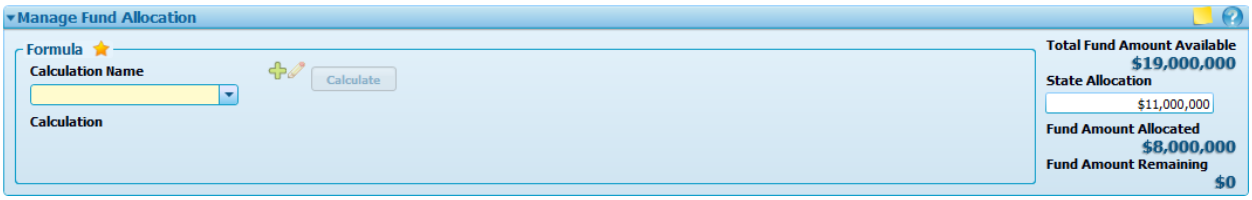


2. Complete the details for the fund record by doing the following:
   - Select the **Fund** type.
   - Select the **Fiscal Year** type and year.

When the Fund is selected, the screen is refreshed and displays the following under Manage Fund Allocation:

- ❖ Total Fund Amount Available displays the total amount of monies within the selected fund.
- ❖ State allocation is the amount of the state 'holdback' and is deducted from the Total Fund Amount Available.
- ❖ Fund Amount Allocated displays the amount of money from the selected fund that has already been allocated to agencies.
- ❖ Fund Amount Remaining displays the amount of money remaining in the fund that is available for allocation.

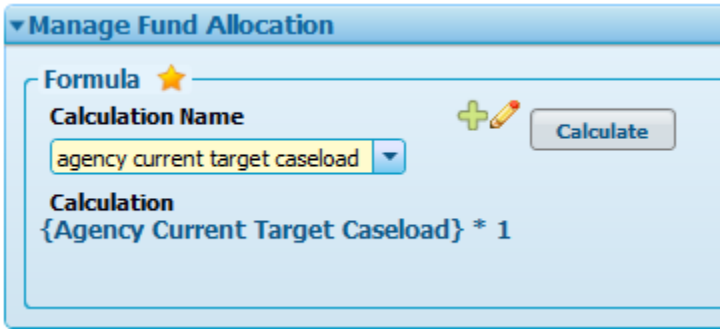
3. Under **Manage Fund Allocation**, select the **Calculation Name**.



When a calculation is selected, the calculation details display under Manage Fund Allocation.

Click the Add button ( ) to add a new calculation.

Click the Edit button ( ) to modify the calculation currently selected in Calculation Name.



4. Click **Calculate** to perform the calculation selected in **Calculation Name**.

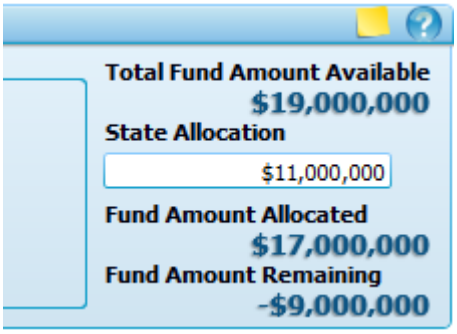
When Calculate is clicked, the current calculation displays in the Calculated Allocation Amount column of the Local Agency Allocation grid.

Local Agency Allocation Publish Total Items: 7

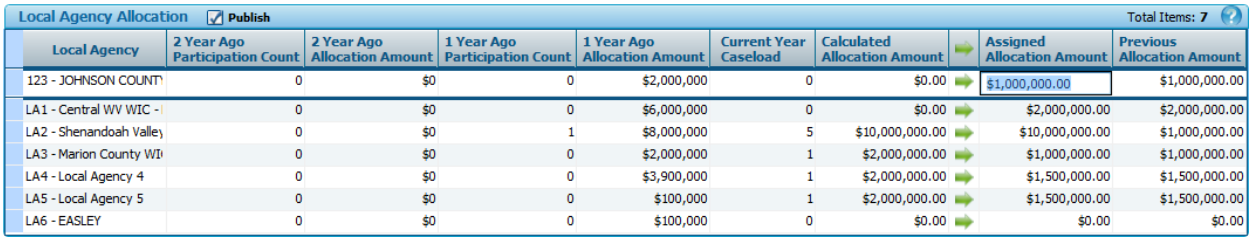
Local Agency	2 Year Ago Participation Count	2 Year Ago Allocation Amount	1 Year Ago Participation Count	1 Year Ago Allocation Amount	Current Year Caseload	Calculated Allocation Amount		Assigned Allocation Amount	Previous Allocation Amount
123 - JOHNSON COUNT	0	$0	0	$2,000,000	0	$0.00		$1,000,000.00	$1,000,000.00
LA1 - Central WV WIC -	0	$0	0	$6,000,000	0	$0.00		$2,000,000.00	$2,000,000.00
LA2 - Shenandoah Valley	0	$0	1	$8,000,000	5	$10,000,000.00		$1,000,000.00	$1,000,000.00
LA3 - Marion County WI	0	$0	0	$2,000,000	1	$2,000,000.00		$1,000,000.00	$1,000,000.00
LA4 - Local Agency 4	0	$0	0	$3,900,000	1	$2,000,000.00		$1,500,000.00	$1,500,000.00
LA5 - Local Agency 5	0	$0	0	$100,000	1	$2,000,000.00		$1,500,000.00	$1,500,000.00
LA6 - EASLEY	0	$0	0	$100,000	0	$0.00		$0.00	$0.00

5. To assign the **Calculated Allocation Amount**, click the **Right Arrow** button ( ).

When the Right Arrow button ( ) is clicked, the totals under Manage Fund Allocation update.



Click the Assigned Allocation Amount and type an alternate number to manually update the amount in the Local Agency Allocation grid.



Local Agency Allocation — Publish — Total Items: 7

Local Agency	2 Year Ago Participation Count	2 Year Ago Allocation Amount	1 Year Ago Participation Count	1 Year Ago Allocation Amount	Current Year Caseload	Calculated Allocation Amount	Assigned Allocation Amount	Previous Allocation Amount
123 - JOHNSON COUNTY	0	$0	0	$2,000,000	0	$0.00	$1,000,000.00	$1,000,000.00
LA1 - Central WV WIC -	0	$0	0	$6,000,000	0	$0.00	$2,000,000.00	$2,000,000.00
LA2 - Shenandoah Valley	0	$0	1	$8,000,000	5	$10,000,000.00	$10,000,000.00	$1,000,000.00
LA3 - Marion County WIC	0	$0	0	$2,000,000	1	$2,000,000.00	$1,000,000.00	$1,000,000.00
LA4 - Local Agency 4	0	$0	0	$3,900,000	1	$2,000,000.00	$1,500,000.00	$1,500,000.00
LA5 - Local Agency 5	0	$0	0	$100,000	1	$2,000,000.00	$1,500,000.00	$1,500,000.00
LA6 - EASLEY	0	$0	0	$100,000	0	$0.00	$0.00	$0.00

6. Click **Publish** to allow the amount allocated to be viewed by local agency staff with sufficient permissions.
7. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Allocate Funds** process.

Monitor Funds

The **Funds** menu allows you to manage fund allocations and conversions. Use this menu to perform various tasks related to fund allocations and conversions.

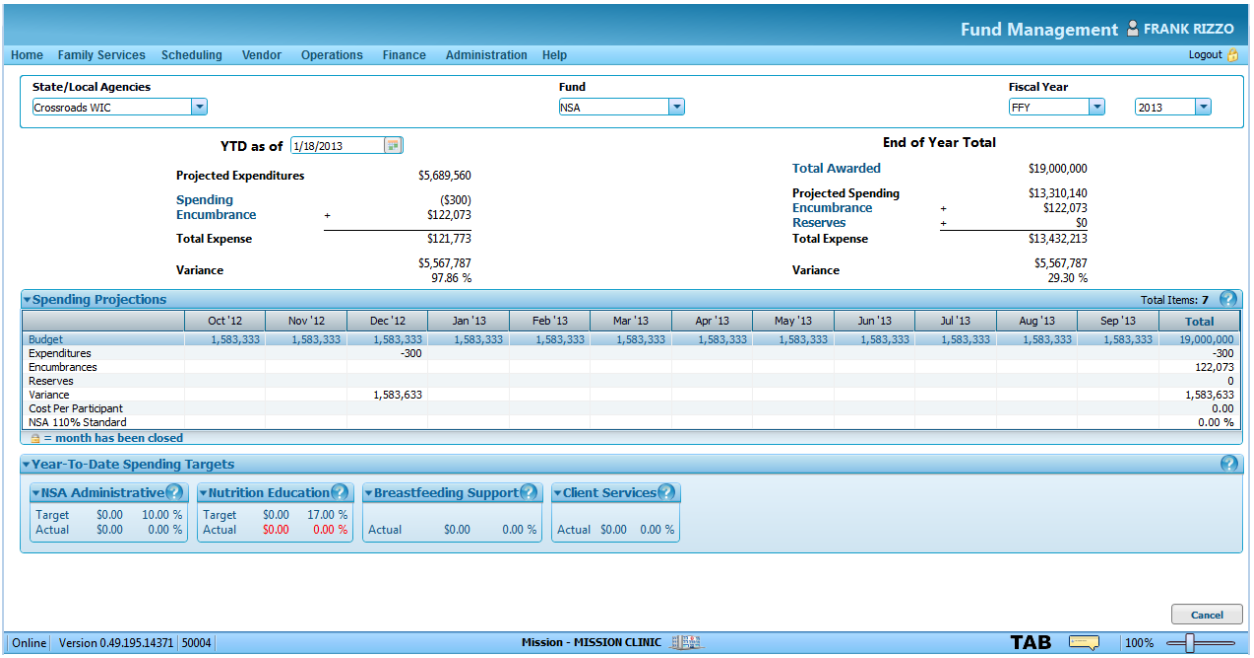
This process includes the following tasks:

Task A. Monitoring Funds 2-8

Task A. Monitoring Funds

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Funds → Monitor Funds**. The **Fund Management** screen displays.



2. Select the **State/Local Agencies**, **Fund**, and/or **Fiscal Year** to filter the results displayed. The information under **YTD as of**, **End of Year Total**, the **Spending Projections** grid, and the **Year-To-Date Spending Targets** updates and displays results based on the selection(s).

Enter or select the YTD as of to update the information under YTD as of and End of Year Total based on a specific year-to-date.

The Spending Projections grid displays the Budget, Expenditures, Encumbrances, Reserves, Variance, Cost Per Participant, and the NSA 110% Standard for the current Fund during the Fiscal Year selected.

Spending Projections Total Items: 7

	Oct '12	Nov '12	Dec '12	Jan '13	Feb '13	Mar '13	Apr '13	May '13	Jun '13	Jul '13	Aug '13	Sep '13	Total
Budget	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	1,583,333	19,000,000
Expenditures			-300										-300
Encumbrances													122,073
Reserves													0
Variance			1,583,633										1,583,633
Cost Per Participant													0.00
NSA 110% Standard													0.00 %

= month has been closed

Under Year-To-Date Spending Targets, target projections and actual spending (where applicable) are displayed for the current Fund and Fiscal Year selected.

Year-To-Date Spending Targets

NSA Administrative			Nutrition Education			Breastfeeding Support			Client Services		
Target	$0.00	10.00 %	Target	$0.00	17.00 %						
Actual	$0.00	0.00 %	Actual	$0.00	0.00 %	Actual	$0.00	0.00 %	Actual	$0.00	0.00 %

Congratulations!

You have successfully completed the **Monitor Funds** process.

NSA Component Budgeting

The following scenario describes the process of budgeting NSA components.

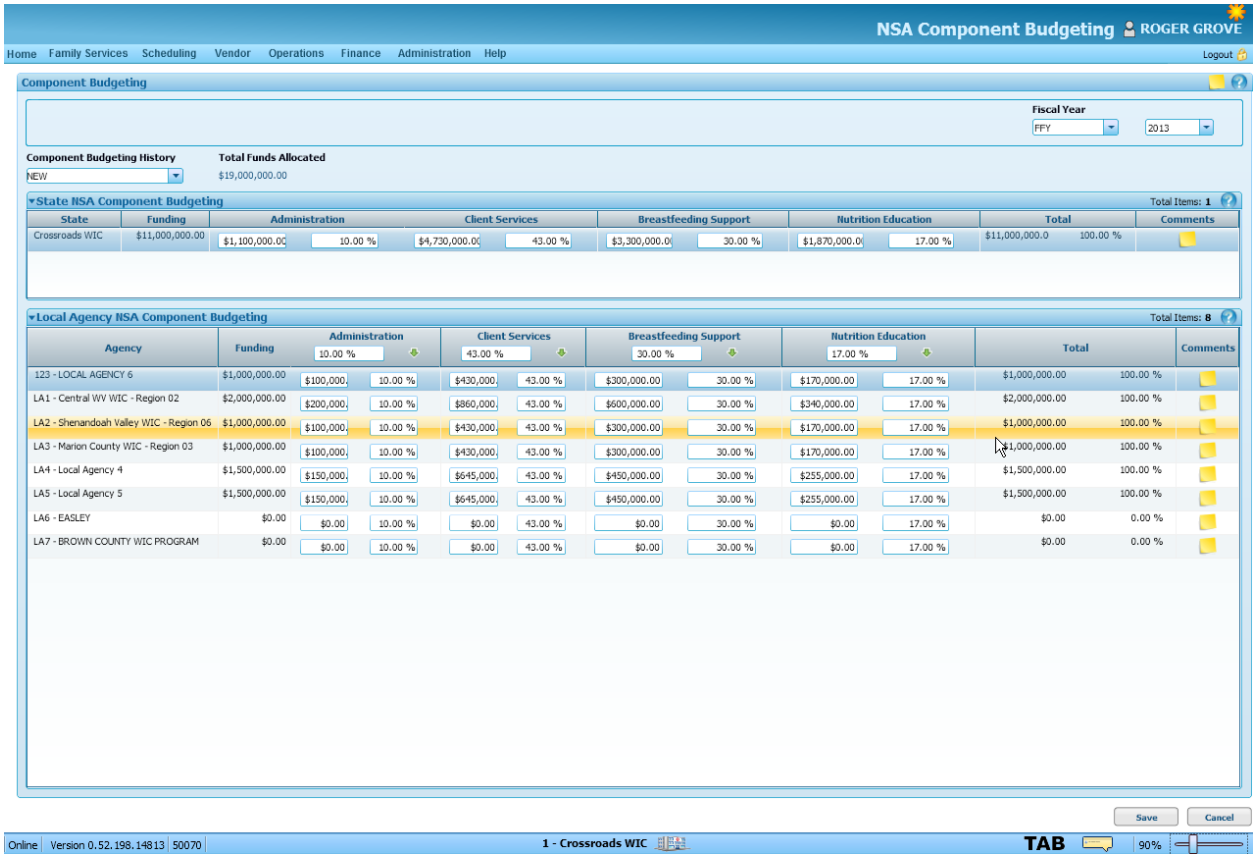
This process includes the following tasks:

Task A. Budgeting NSA Components 2-11

Task A. Budgeting NSA Components

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Funds → NSA Component Budgeting**. The **NSA Component Budgeting** screen displays.



2. Select the **Fiscal Year** Type and Fiscal Year to budget NSA components or filter the results displayed. The information under **State NSA Component Budgeting, State, Funding, Administration, Client Services, Breastfeeding Support, Nutrition Education, Total** and **Comments** apply at the state level.

3. The **Local Agency NSA Component Budgeting, Agency, Funding, Administration, Client Services, Breastfeeding Support, Nutrition Education, Total** and **Comments** apply at the local agency level.

4. The percentages are a baseline that can be altered for each state or local agency. Clicking the **Green Arrow** for each component populates the % for each local agency.

5. Updating the dollar amount automatically updates the percentage, and vice versa. **Percentage** is the percent of total funding given to the agency.

6. The page can only be saved if the **Total** percent for each row is exactly 100%, and the amount is exactly equal to the funding amount.

7. When the **Component Budgeting History** is changed the selected allocation version will be displayed in the grid. Only the latest selected version is editable.

Congratulations!

You have successfully completed the **NSA Component Budgeting** process.

Perform a Spend Forward

The **Funds** menu allows you to manage fund allocations and conversion. Use this menu to perform various tasks related to fund allocations and conversions.

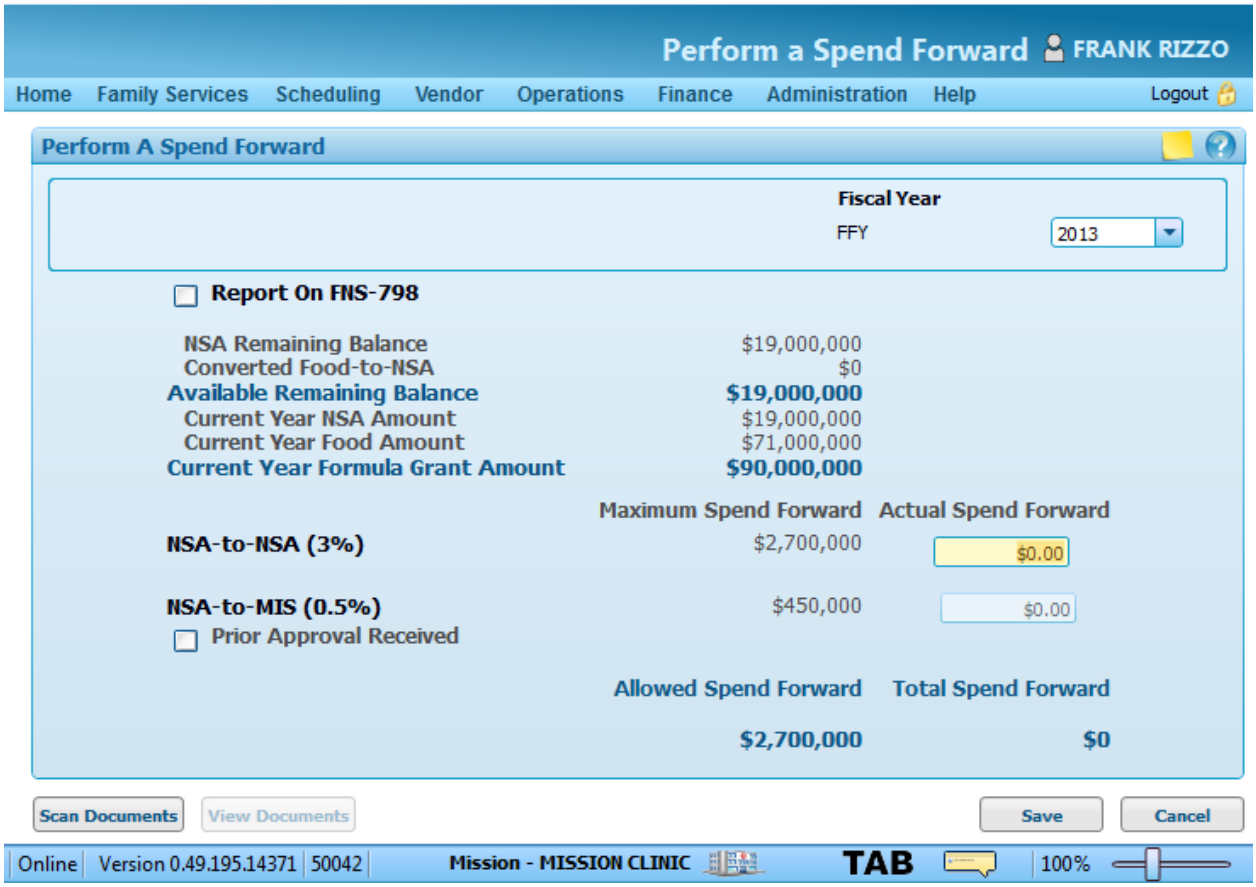
This process includes the following tasks:

Task A. Performing a Spend Forward 2-14

Task A. Performing a Spend Forward

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Funds → Perform a Spend Forward**. The **Perform a Spend Forward** screen displays.



2. Select the **Fiscal Year**.
3. Enter the **Actual Spend Forward** amount.

Click Report On FNS-798 as needed to include the spend forward on the FNS-798 report.

Click Prior Approval Received and enter the Actual Spend Forward amount as needed.

To scan a document, click Scan Documents. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

4. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Perform a Spend Forward** process.

Perform a Back Spend

The **Funds** menu allows you to manage fund allocations and conversions. Use this menu to perform various tasks related to fund allocations and conversions.

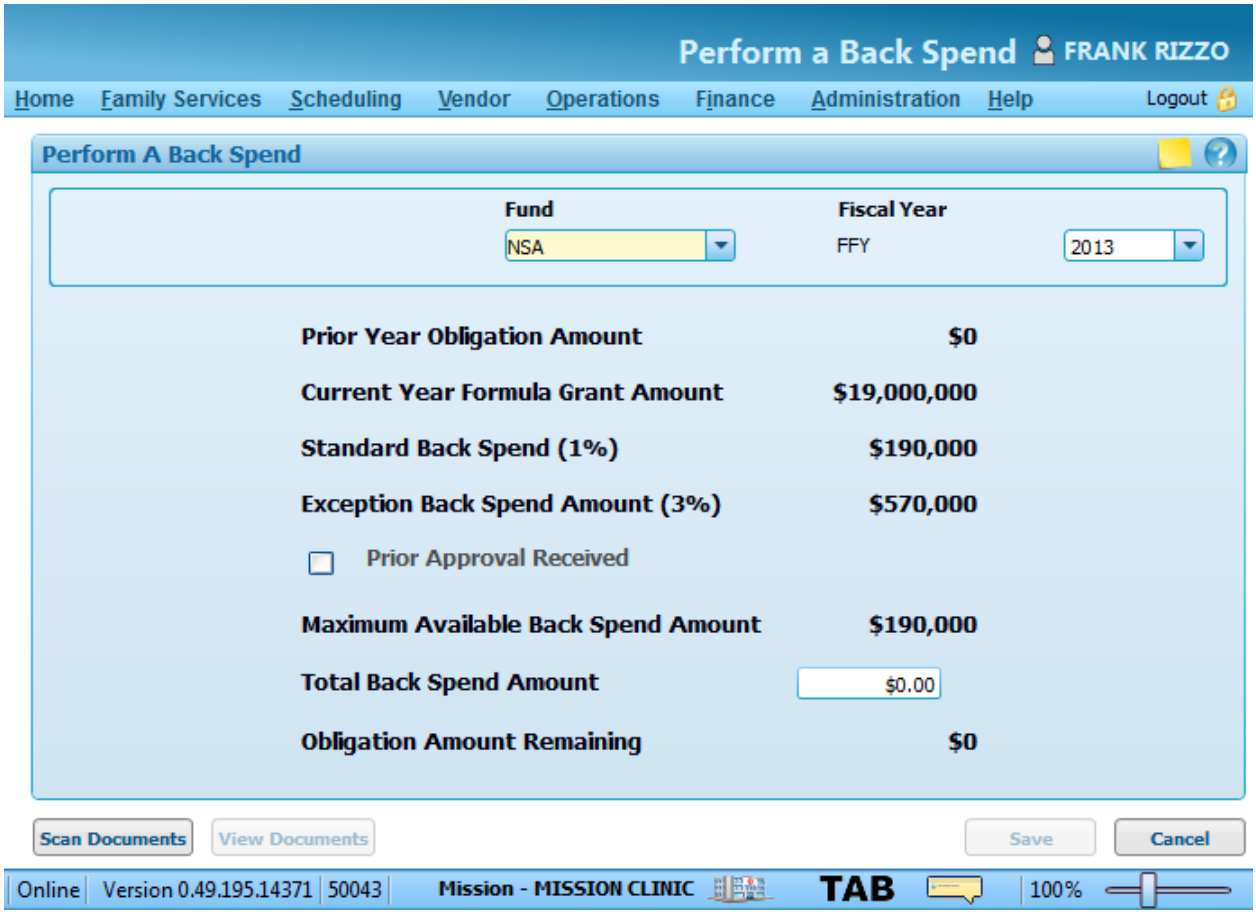
This process includes the following tasks:

Task A. Performing a Back Spend..... 2-17

Task A. Performing a Back Spend

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Funds → Perform a Back Spend**. The **Perform a Back Spend** screen displays.



2. Select the **Fund**.
3. Select the **Fiscal Year**.
4. Enter the **Total Back Spend Amount**.

Click Prior Approval Received and as needed.

To scan a document, click Scan Documents. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

5. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Perform a Back Spend** process.

Perform a Fund Conversion

The **Funds** menu allows you to manage fund allocations and conversions. Use this menu to perform various tasks related to fund allocations and conversions.

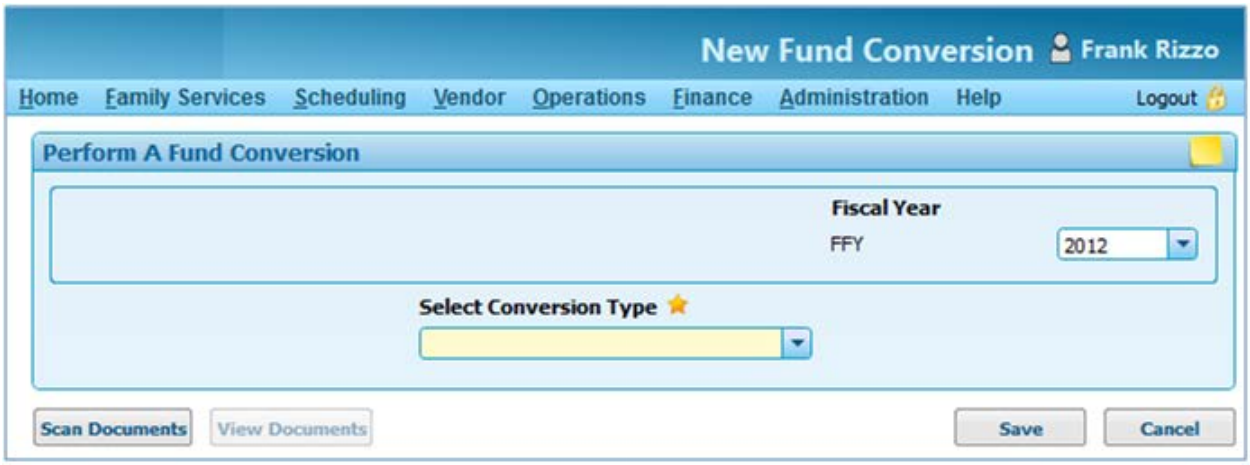
This process includes the following tasks:

Task A. Performing a Fund Conversion 2-20

Task A. Performing a Fund Conversion

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Funds → Perform a Fund Conversion**. The **New Fund Conversion** screen displays.



The New Fund Conversion screen can also be accessed using a different method from the Home screen. Go to go to Finance → Funds → View Fund Conversions, then click New Fund Conversion.

2. Select the **Fiscal Year**.
3. Select the **Select Conversion Type**.

To scan a document, click Scan Documents. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

4. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Perform a Fund Conversion** process.

View Fund Conversions

The **Funds** menu allows you to manage fund allocations and conversions. Use this menu to perform various tasks related to fund allocations and conversions.

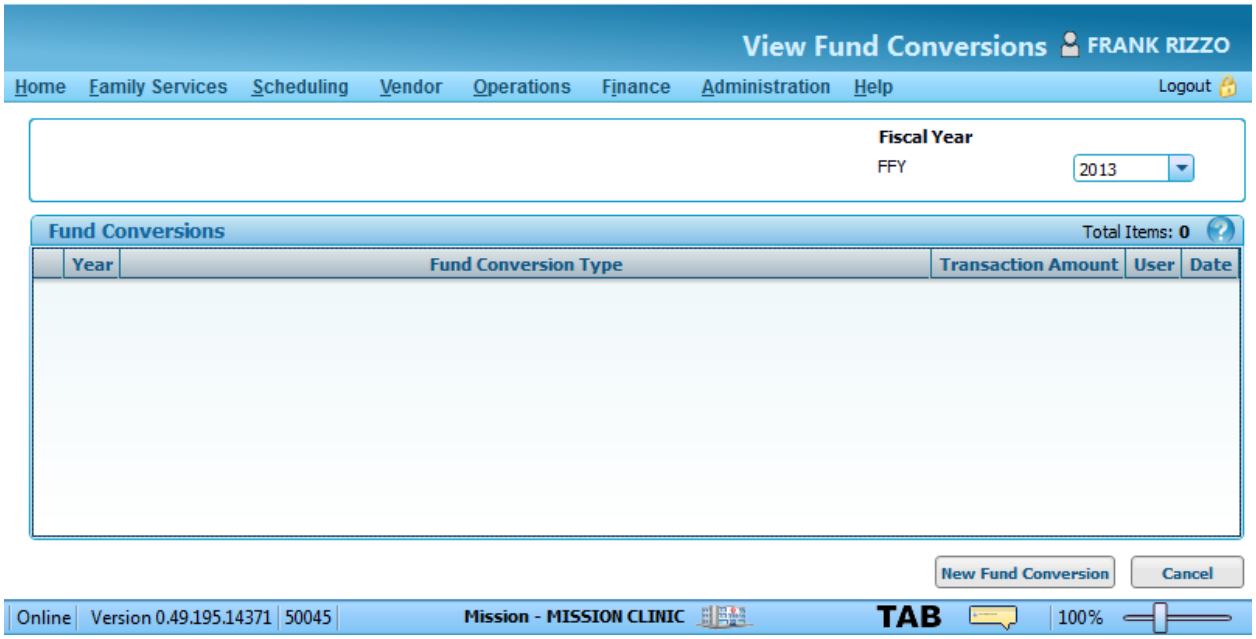
This process includes the following tasks:

Task A. Searching for Existing Fund Conversions 2-22

Task A. Searching for Existing Fund Conversions

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Funds → View Fund Conversions**. The **View Fund Conversions** screen displays.



2. Select the **Fiscal Year**. The **Fund Conversions** grid displays records matching the fiscal year selected.

The Fund Conversions grid displays the Year, Fund Conversion Type, Transaction Amount, User, and Date for each fund allocation that matches the fiscal year selected.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

Congratulations!

You have successfully completed the **View Fund Conversions** process.

3- MONTH AND YEAR END CLOSE

Close a Month/Year (WIC)

The **Month and Year End Close** menu allows you to close month and year end records. Use this menu to view, close, and reopen month and year end records.

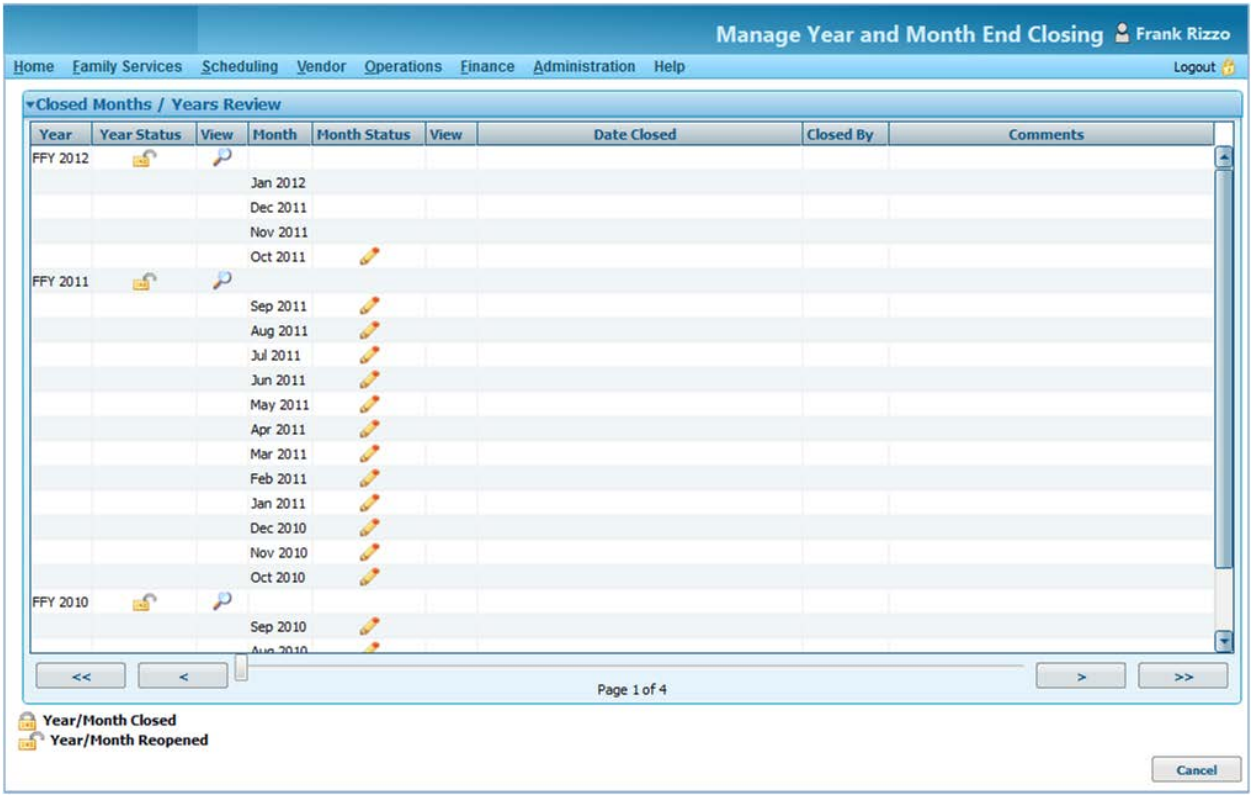
This process includes the following tasks:

Task A. Managing Month and Year End Closings for WIC..... 3-2

Task A. Managing Month and Year End Closings for WIC

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Month and Year End Close → Close a Month/Year (WIC)**. The **Manage Year and Month End Closing** screen displays.

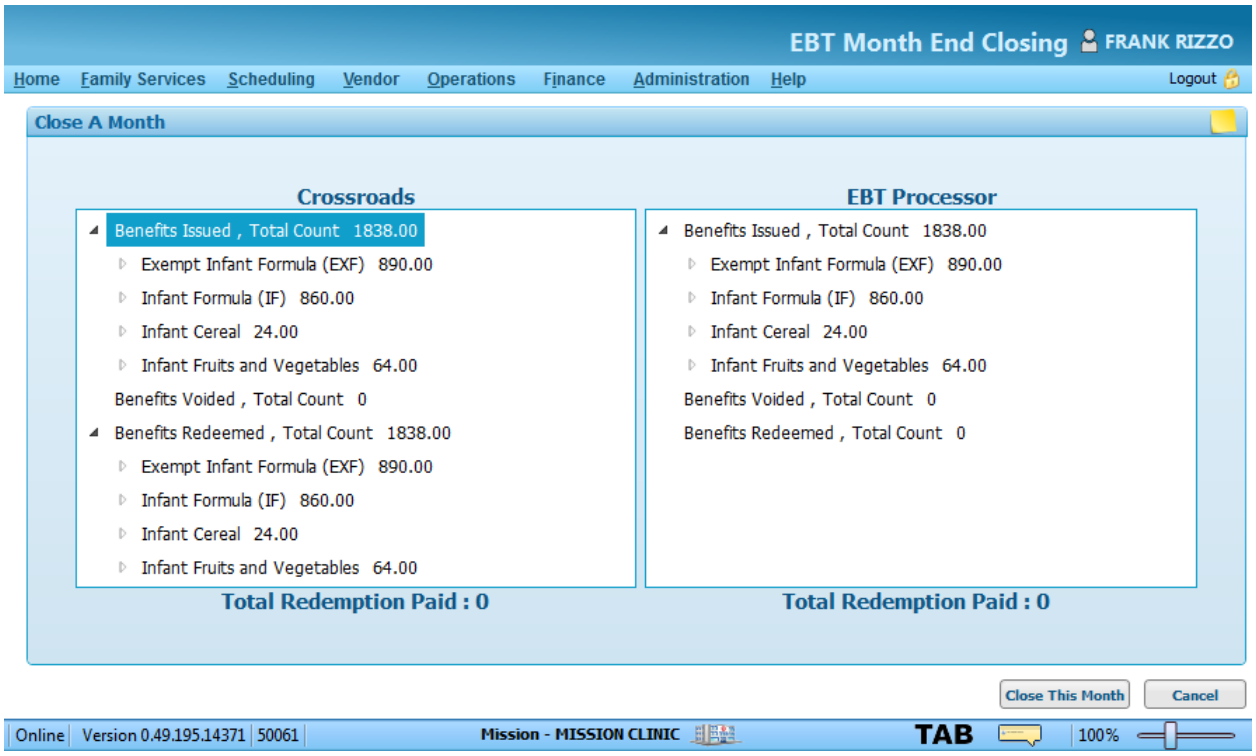


2. View the list of closed records in the **Closed Months/Years Review** grid. Click the page buttons or use the slider bar to navigate through all pages of records.

The Closed Months/Years Review grid displays the Year, Year Status, View (year), Month, Month Status, View (month), Date Closed, Closed By, and Comments for each closed record.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

3. Click the **Edit** button ( ) to view the details of and/or close a record. If the system is configured for EBT then the **EBT Month End Closing** screen displays. If not, the **Month End Closing** screen displays.

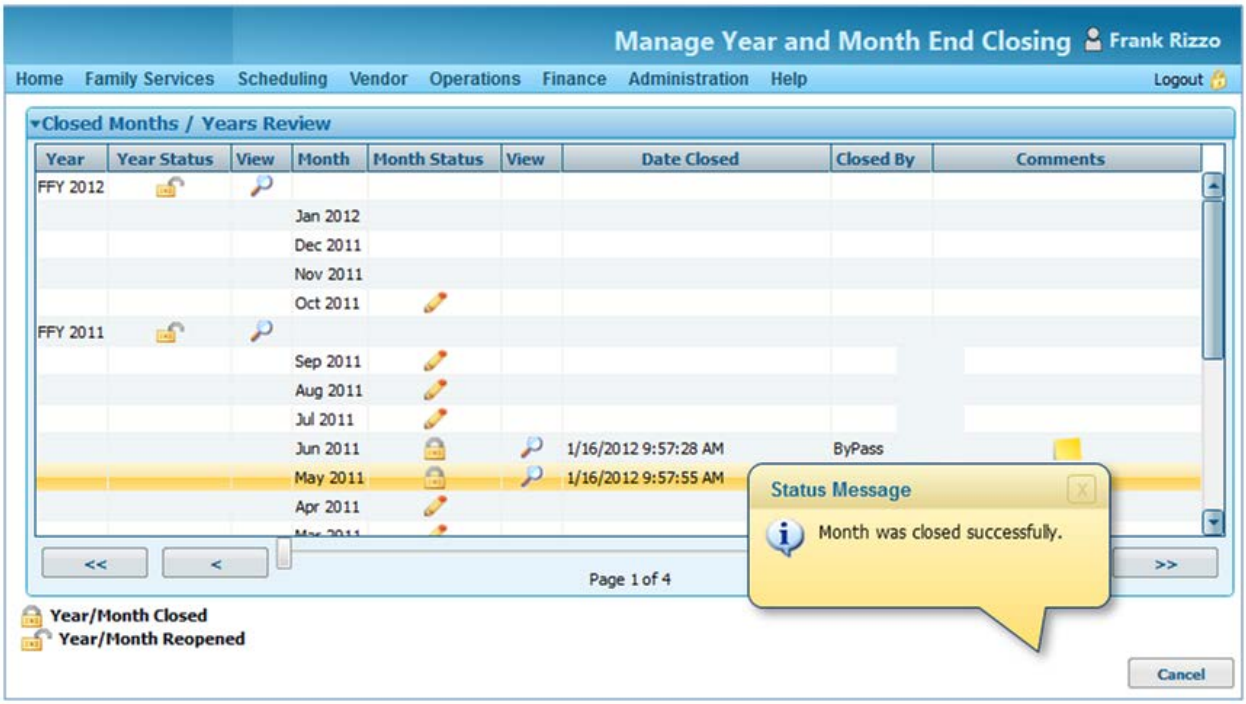


Under Close A Month, the current counts for Crossroads and EBT Processor are displayed. The Total Redemption Paid is also displayed for each.

4. Click **Close This Month** to close the current record. The **Close Month Confirmation** screen displays.

Close Month Confirmation
Number of Participation in This Month : 4
Total Cost of Food Instruments : $0.00
Average Food Cost : $0.00
You are about to close this Month. Are You Sure?
Yes
No

5. Click **Yes** on the confirmation to close the record. The **Manage Year and Month End Closing** screen displays and a confirmation message also displays.



When a record is closed, the following occurs in the Closed Months / Years Review grid for the closed record:

- The Locked Indicator ( ) displays in the appropriate Status column. If a year is closed, the button displays in the Year Status column. If a month is closed, the button displays in the Month Status column. Click this button to reopen the record as needed. When a record is reopened, the Unlocked Indicator ( ) displays in the appropriate Status column.
- The View button ( ) displays in the appropriate View column. If a year is closed, the button displays in the View (year) column. If a month is closed, the button displays in the View (month) column. Click this button to view the details of the record as needed.
- The Date Closed column displays the date and time on which the record was closed.
- The Closed By column displays the ID of the staff member that closed the record.
- The Comments column displays the Comment Launch button ( ). Click this button to create a note for the record as needed.

Congratulations!

You have successfully completed the **Close a Month/Year (WIC)** process.

Close a Year (Other Funds)

The **Month and Year End Close** menu allows you to close a month and year end. Use this menu to view, close, and reopen month and year end records.

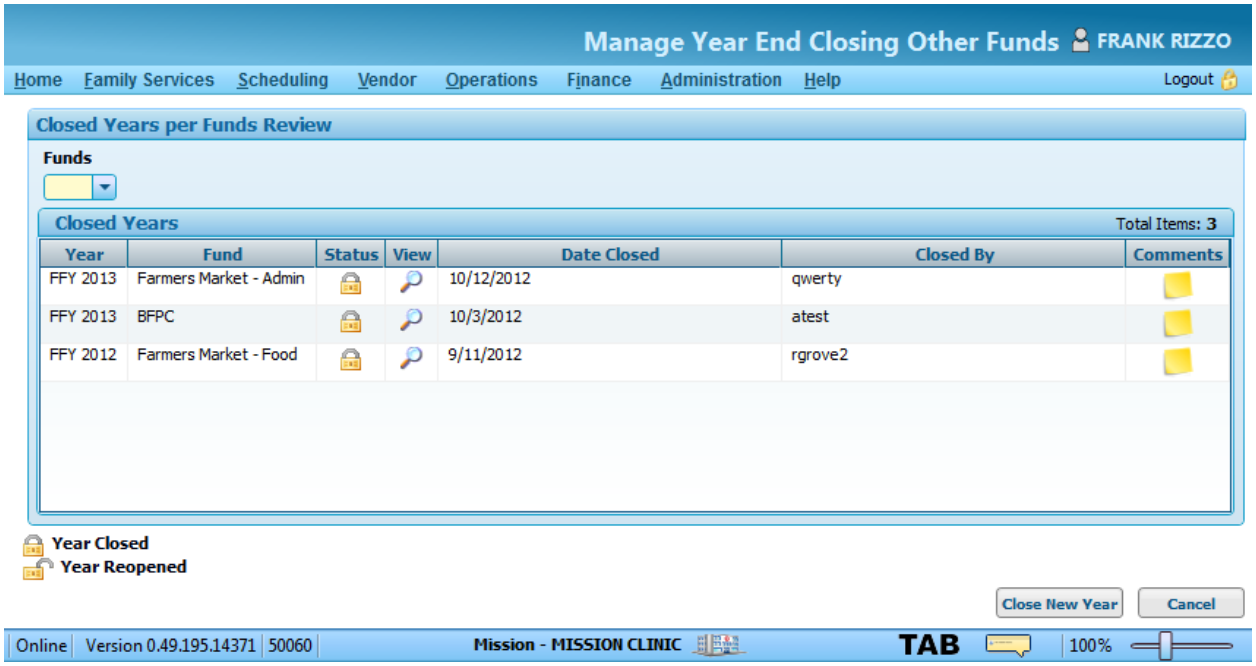
This process includes the following tasks:

Task A. Managing Month and Year End Closings for Other Funds..... 3-6

Task A. Managing Month and Year End Closings for Other Funds

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Month and Year End Close → Close a Year (Other Funds)**. The **Manage Year End Closing Other Funds** screen displays.

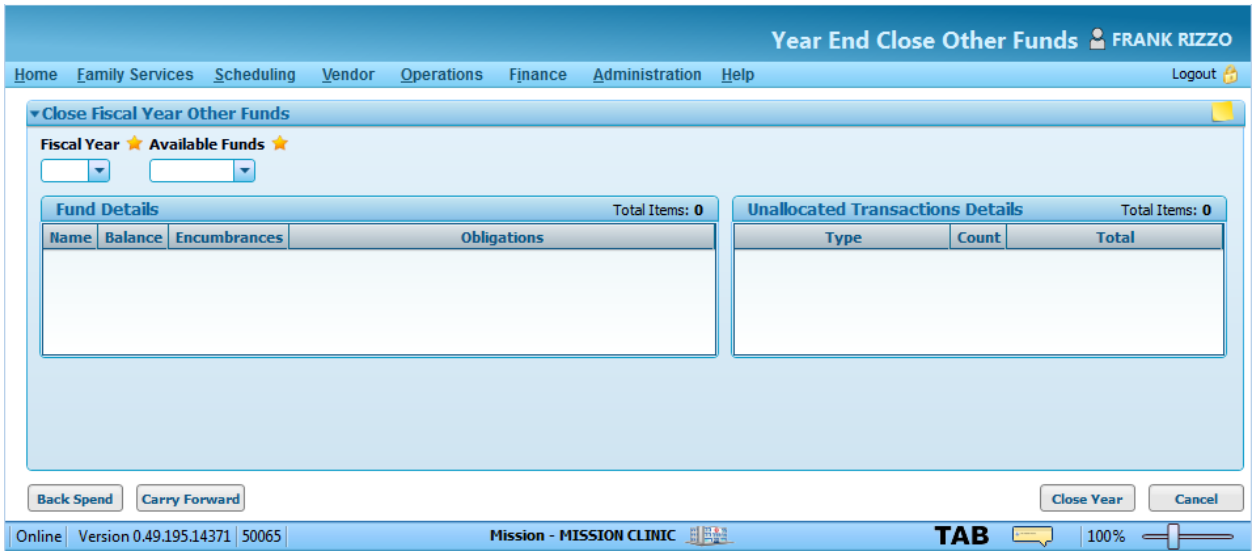


2. Select the **Funds** to filter the list of results displayed in the **Closed Years** grid.

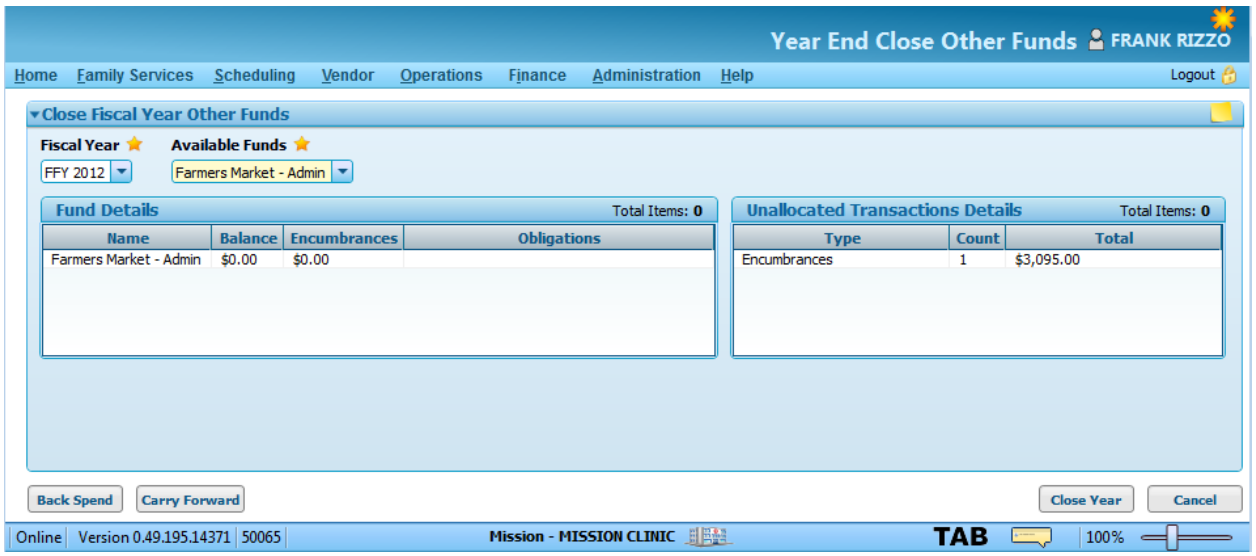
The Closed Years grid displays the Year, Fund, Status, View, Date Closed, Closed By, and Comments for each closed record.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

3. Click **Close New Year** to close a new year. The **Year End Close Other Funds** screen displays.



4. Select a **Fiscal Year** and **Available Funds** to display data in the **Fund Details** and **Unallocated Transactions Details** grids (if available).



Click Back Spend to display the Perform a Back Spend screen and complete the back spend process as needed.

Click Carry Forward to display the Perform a Spend Forward screen and complete the spend forward process as needed.

5. Click **Close Year** to close the current record. The **Manage Year End Closing Other Funds** screen displays and a confirmation message also displays.

When a record is closed, the following occurs in the Closed Years grid for the closed record:

- The Locked Indicator ( ) displays in the Status column. Click this button to reopen the record as needed. When a record is reopened, the Unlocked Indicator ( ) displays in the Status column.
- The View button ( ) displays in the View column. Click this button to view the details of the record as needed.
- The Date Closed column displays the date and time on which the record was closed.
- The Closed By column displays the ID of the staff member that closed the record.
- The Comments column displays the Comment Launch button ( ). Click this button to create a note for the record as needed.

Congratulations!

You have successfully completed the **Close a Year (Other Funds)** process.

4- REBATES

Manage Rebate Contracts

The **Rebates** menu allows you to manage rebate contracts. Use this menu to search for, view, add, and update rebate contracts.

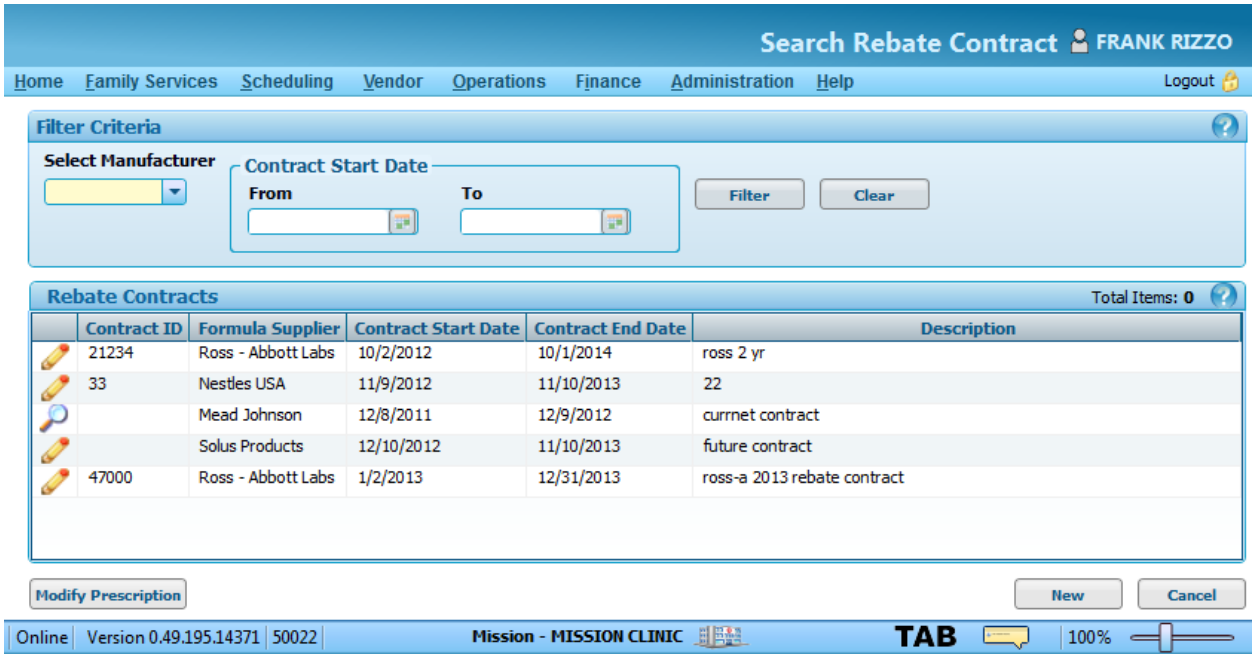
This process includes the following tasks:

Task A. Adding a New Rebate Contract 4-2
Task B. Searching for an Existing Rebate Contract 4-4
Task C. Modifying an Existing Rebate Contract 4-5
Task D. Adding a Product for a Rebate Contract 4-7
Task E. Modifying a Prescription for a Rebate Contract 4-10

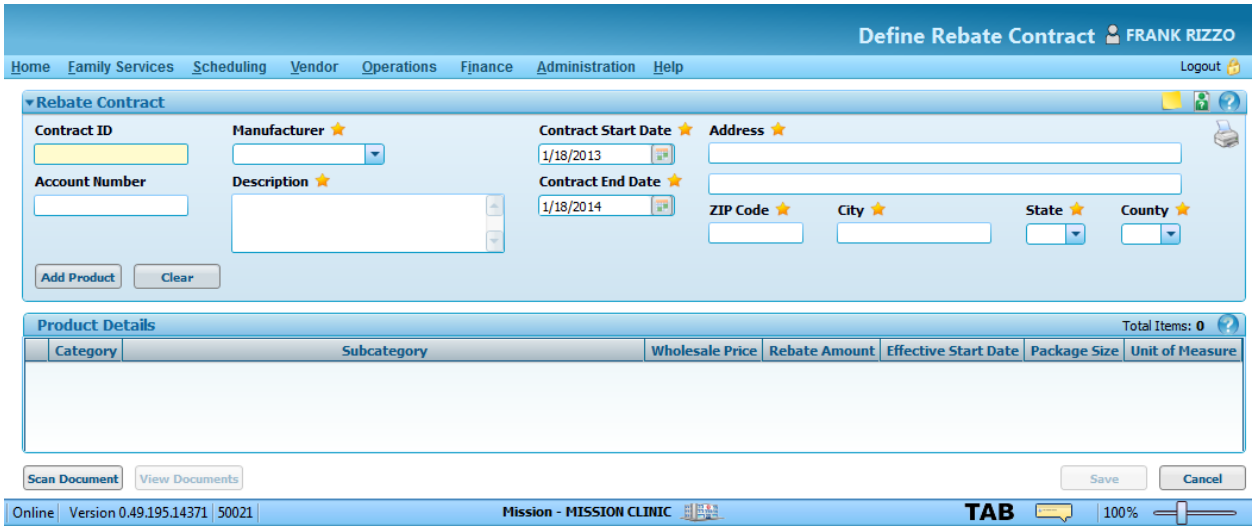
Task A. Adding a New Rebate Contract

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Rebates → Manage Rebate Contracts**. The **Search Rebate Contract** screen displays.



2. Click **New**. The **Define Rebate Contract** screen displays.



3. Under **Rebate Contract**, complete the following information for the new rebate contract:
   - Enter the **Contract ID**.
   - Select the **Manufacturer**.
   - Enter the **Account Number**.
   - Enter the **Description**.
   - Enter or select the **Contract Start Date**.
   - Enter or select the **Contract End Date**.
   - Enter the **Address**.
   - Enter the **ZIP Code**.

When a valid ZIP Code is entered, City, State, and County are populated. You can change the ZIP Code, State and County as needed.

Click the printer icon to generate a mailing address label as needed.

4. Click **Add Product** to add a product for the rebate contract as needed.

To scan a document, click Scan Document. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

5. Click **Save**. The **Search Rebate Contract** screen and a status message display.

When a new rebate contract is saved, the new contract is displayed under Rebate Contracts.

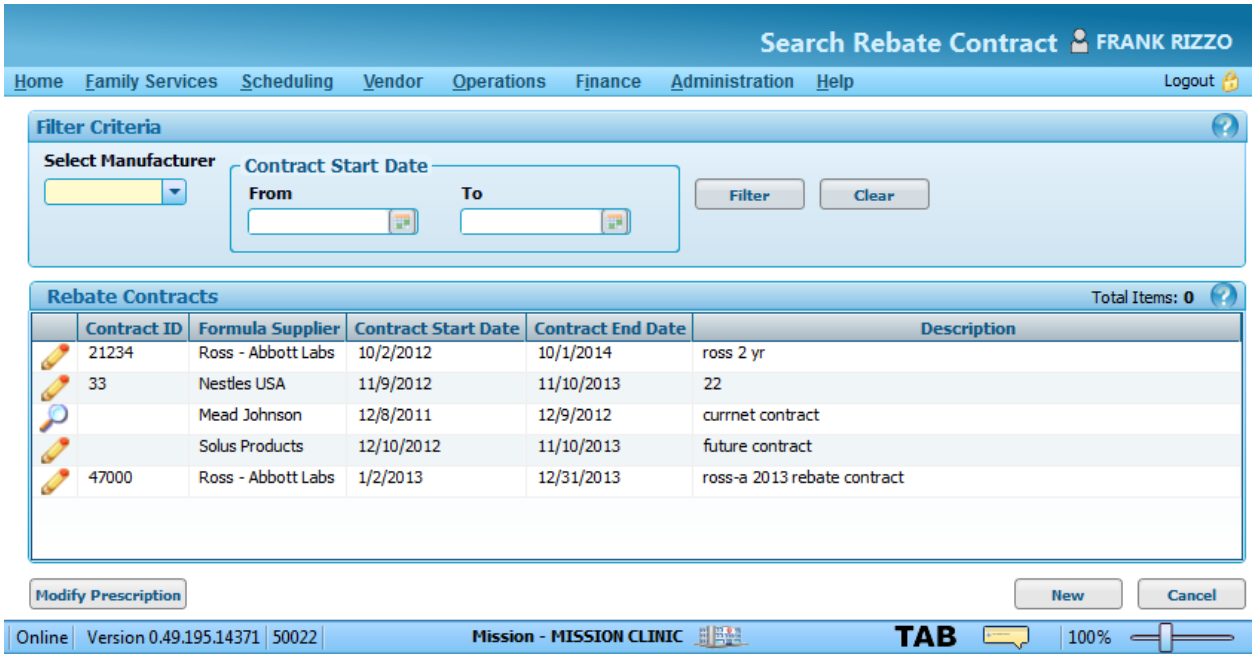
The Rebate Contracts grid displays the Contract ID, Formula Supplier, Contract Start Date, Contract End Date, and Description for each rebate contract that currently exists.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

Task B. Searching for an Existing Rebate Contract

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Rebates → Manage Rebate Contracts**. The **Search Rebate Contract** screen displays.



The Rebate Contracts grid displays the Contract ID, Formula Supplier, Contract Start Date, Contract End Date, and Description for each rebate contract that currently exists.

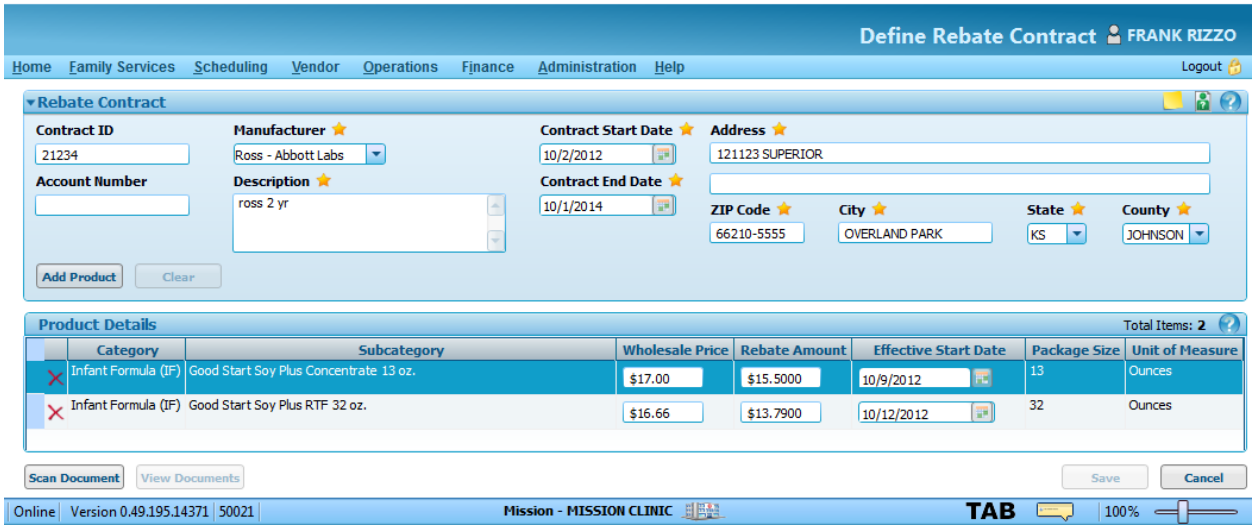
Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

2. Under **Filter Criteria**, select the manufacturer from the **Select Manufacturer** drop-down list and/or enter or select the **Contract Start Date**.
3. Click **Filter** to perform a search and filter the list of results displayed in the **Rebate Contracts** grid.

Task C. Modifying an Existing Rebate Contract

Complete the following steps to perform this task:

1. Search for an existing rebate contract.
2. Click the **Edit** button ( ) to modify the rebate contract record. The **Define Rebate Contract** screen displays.



3. Under **Rebate Contract**, update the following information for the rebate contract as needed:
   - Edit the **Contract ID**.
   - Edit the **Manufacturer**.
   - Edit the **Account Number**.
   - Edit the **Description**.
   - Edit the **Contract Start Date**.
   - Edit the **Contract End Date**.
   - Edit the **Address**.
   - Edit the **ZIP Code**.

When a valid ZIP Code is entered, City, State, and County are populated. You can change the ZIP Code, State, and County as needed.

Click the printer icon to generate a mailing address label as needed.

4. Click **Add Product** to add a product for the rebate contract as needed.

To scan a document, click Scan Document. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

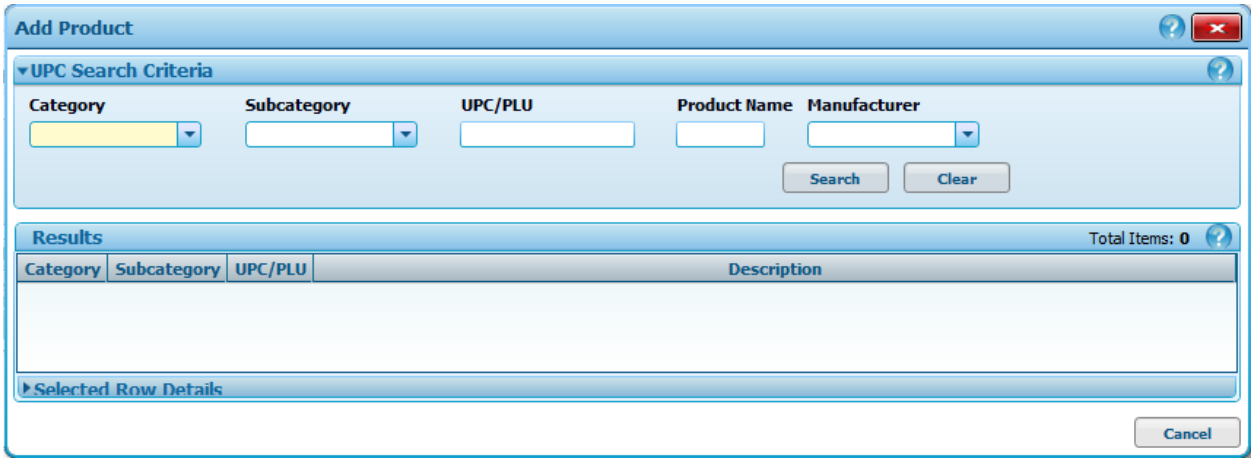
If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

5. Click **Save**. The **Search Rebate Contract** screen and a status message display.

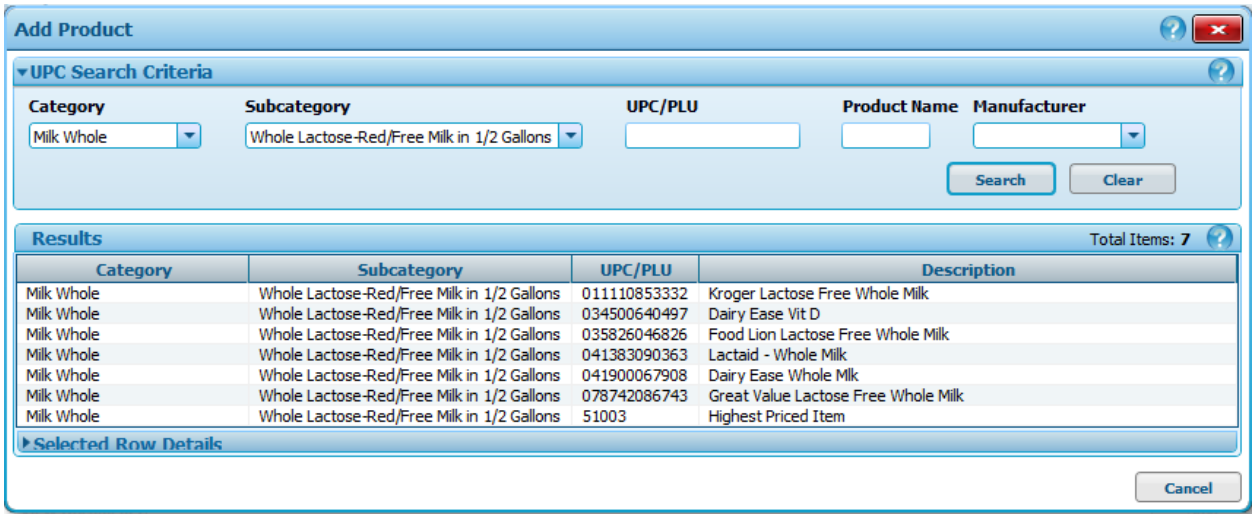
Task D. Adding a Product for a Rebate Contract

Complete the following steps to perform this task:

1. Access the **Define Rebate Contract** screen.
2. Click **Add Product**. The **Add Product** screen displays.



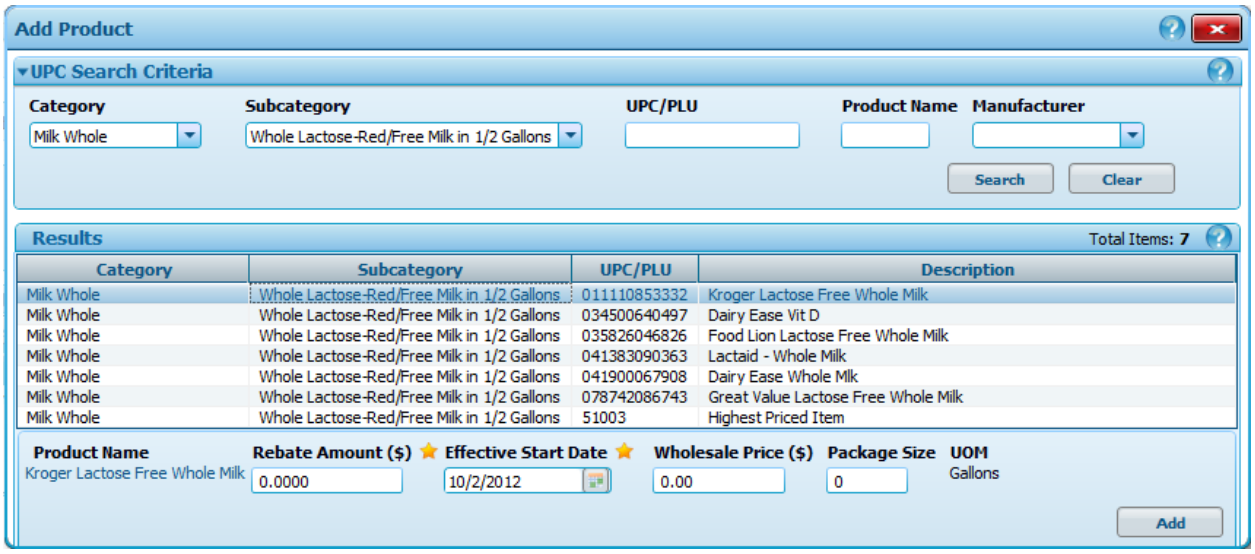
3. Under **UPC Search Criteria**, complete information in one or more of the following to filter the list of results displayed in the **Results** grid:
   - Select the **Category**.
   - Select the **Subcategory**.
   - Enter the **UPC/PLU**.
   - Enter the **Product Name**.
   - Select the **Manufacturer**.
4. Click **Search**. The **Results** grid displays records matching the search criteria specified under **UPC Search Criteria**.



The Results grid displays the Category, Subcategory, UPC/PLU, and Description for each product that matches the search criteria currently specified under UPC Search Criteria when Search is clicked.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

5. Select a product record in the **Results** grid.
6. Expand the **Selected Row Details** section by clicking the expand/collapse arrow.



7. If the system is configured for EBT then in the **Selected Row Details** section, complete the following information for the product:
   - Enter the **Rebate Amount ($)**.
   - Enter or select the **Effective Start Date**.
   - Enter the **Wholesale Price ($)**.
   - Enter the **Package Size**.

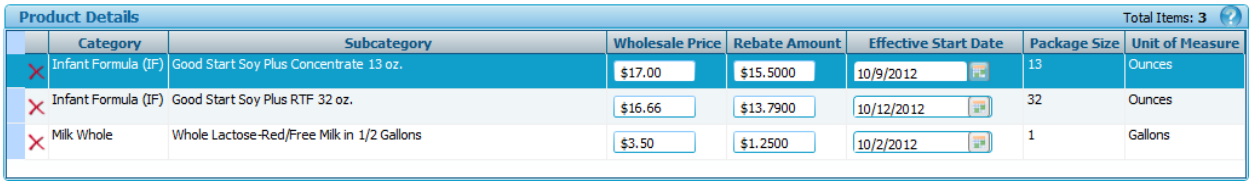
   If the system is not configured for EBT then complete the **Rebate Calculation** also.

UOM displays the current unit of measure for the selected product.

8. Click **Add** to save the product information.

When Add is clicked, a confirmation message displays and the product is added to the rebate contract. The Add Product screen remains displayed allowing you to add additional products as needed.

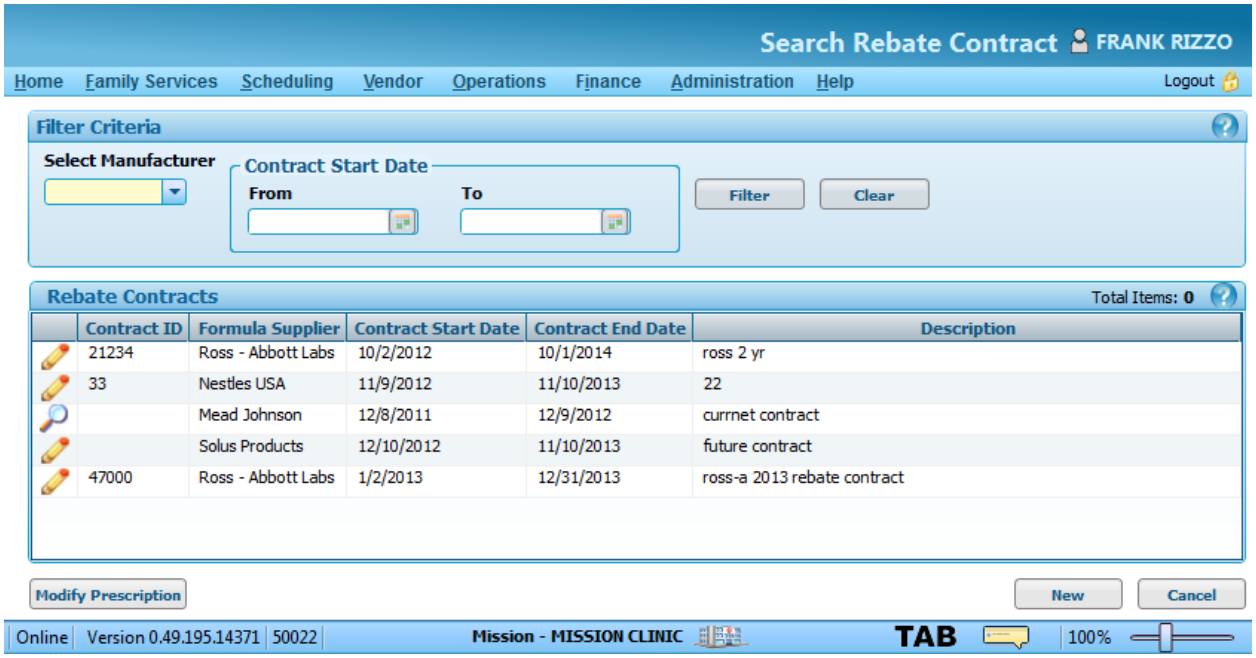
9. Add additional products to the rebate contract as needed. When you have finished adding products, click **Close**. The **Define Rebate Contract** screen displays and the newly added product(s) is displayed in the **Product Details** grid.



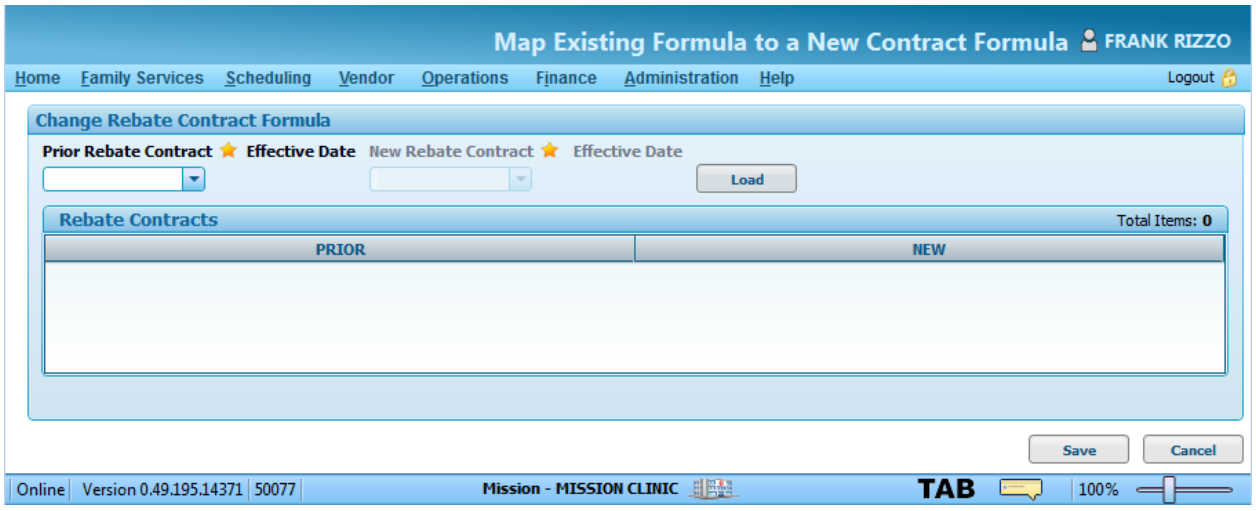
Task E. Modifying a Prescription for a Rebate Contract

Complete the following steps to perform this task:

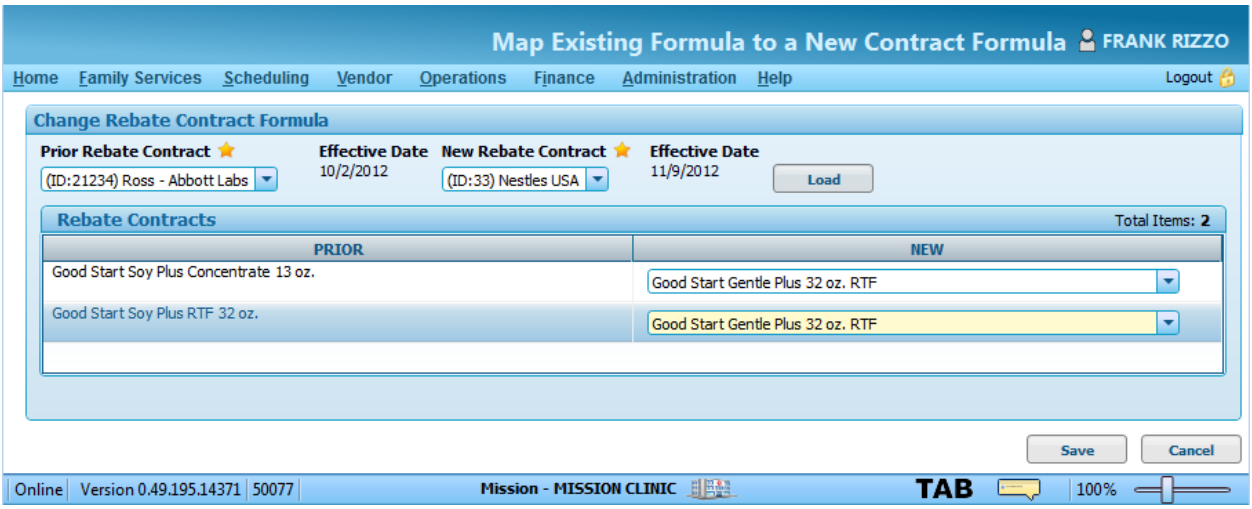
1. From the **Home** screen, go to **Finance → Rebates → Manage Rebate Contracts**. The **Search Rebate Contract** screen displays.



2. Click **Modify Prescription**. The **Map Existing Formula to a New Contract Formula** screen displays.



3. Under **Change Rebate Contract Formula**, select a **Prior Rebate Contract** and a **New Rebate Contract**.
4. Click **Load**. The screen refreshes and under the **Prior** column label displays the prior contract sub categories in the **Rebate Contracts** grid.
5. Under the **New** column label, select a replacement subcategory for the new rebate contract.



6. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Manage Rebate Contracts** process.

Manage Rebate Invoices

The **Rebates** menu allows you to manage rebate invoices. Use this menu to search for, view, add, and update rebate invoices.

This process includes the following tasks:

Task A. Adding a New Rebate Invoice 4-13
Task B. Searching for and Viewing an Existing Rebate Invoice..... 4-16

Task A. Adding a New Rebate Invoice

Complete the following steps to perform this task:

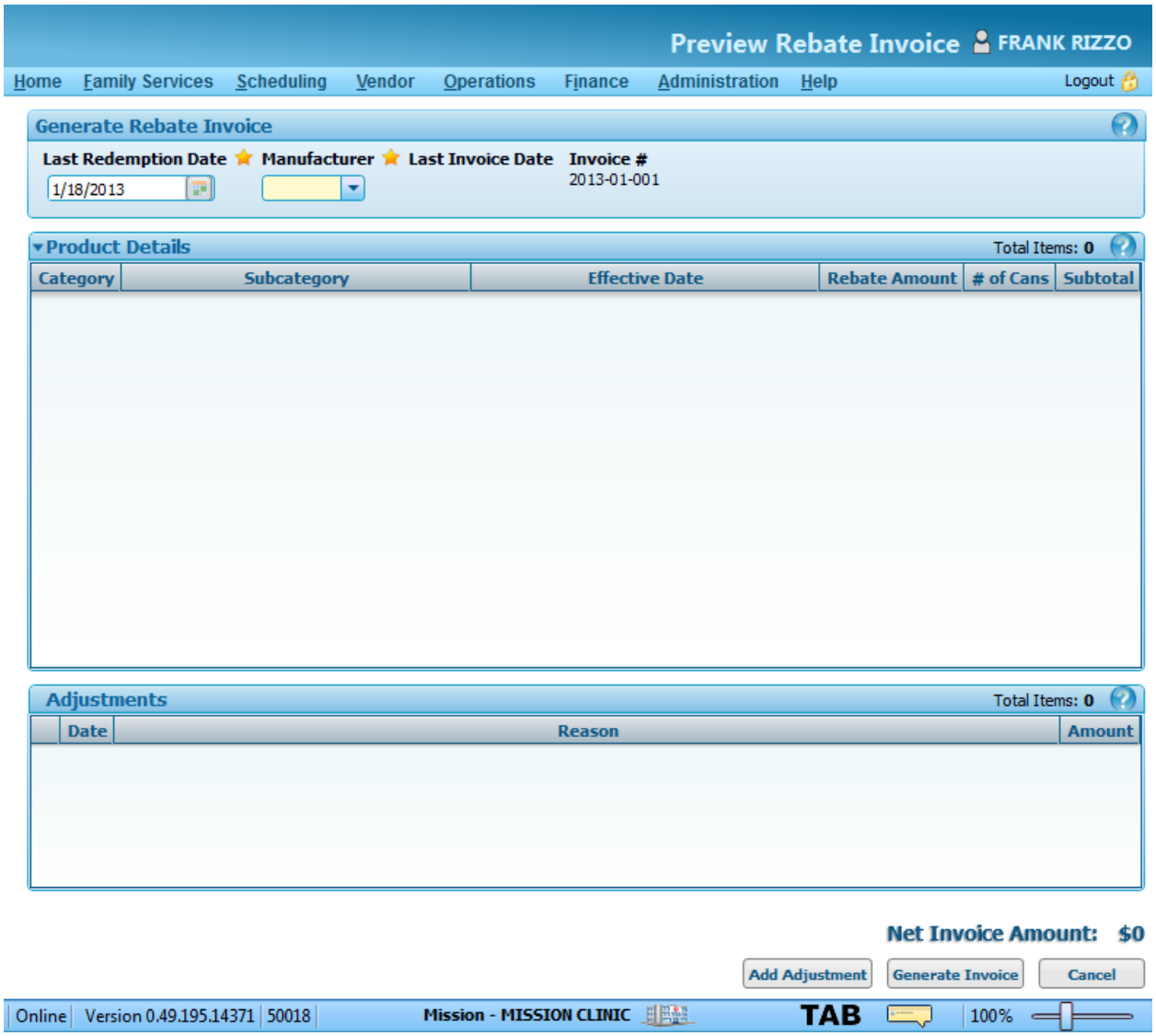
1. From the **Home** screen, go to **Finance → Rebates → Manage Rebate Invoices**. The **Generate Rebate Invoice** screen displays.

The Rebate Invoices grid displays the Invoice #, Adjustment Amount, Net Invoice Amount, Date Generated, Paid Status, and Manufacturer Name for all rebate invoice records that currently exist.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

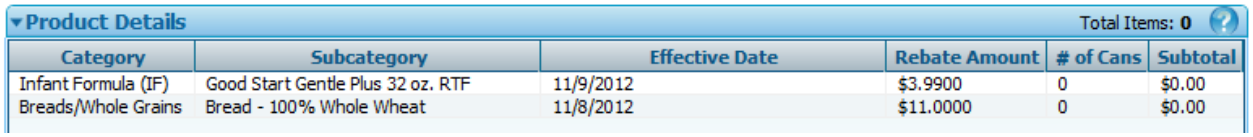
If the system is configured for Mid-Month Invoice then click the Generate Mid-Month Invoice button to generate a mid-month invoice for the manufacturer as needed.

2. Click **New Rebate Invoice**. The **Preview Rebate Invoice** screen displays.

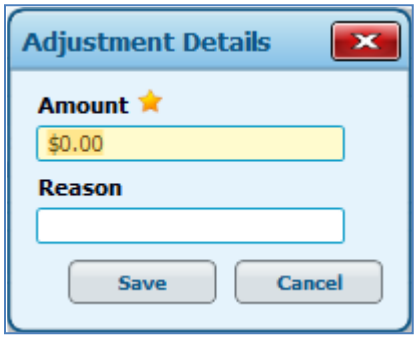


3. Under **Generate Rebate Invoice**, enter or select the **Last Redemption Date** and select the **Manufacturer**.

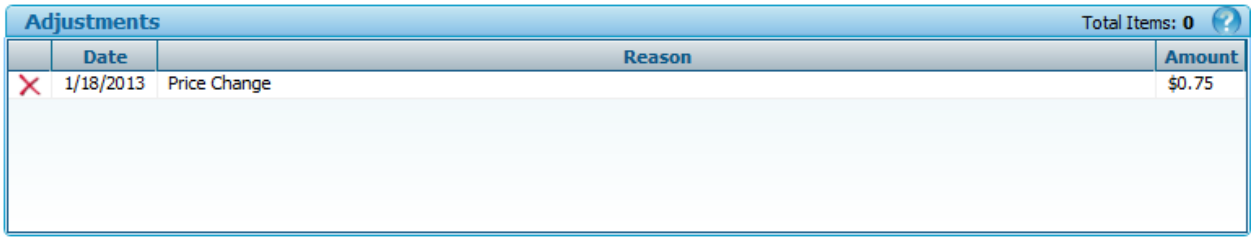
When a Manufacturer is selected, the Product Details grid displays products matching the selected manufacturer.



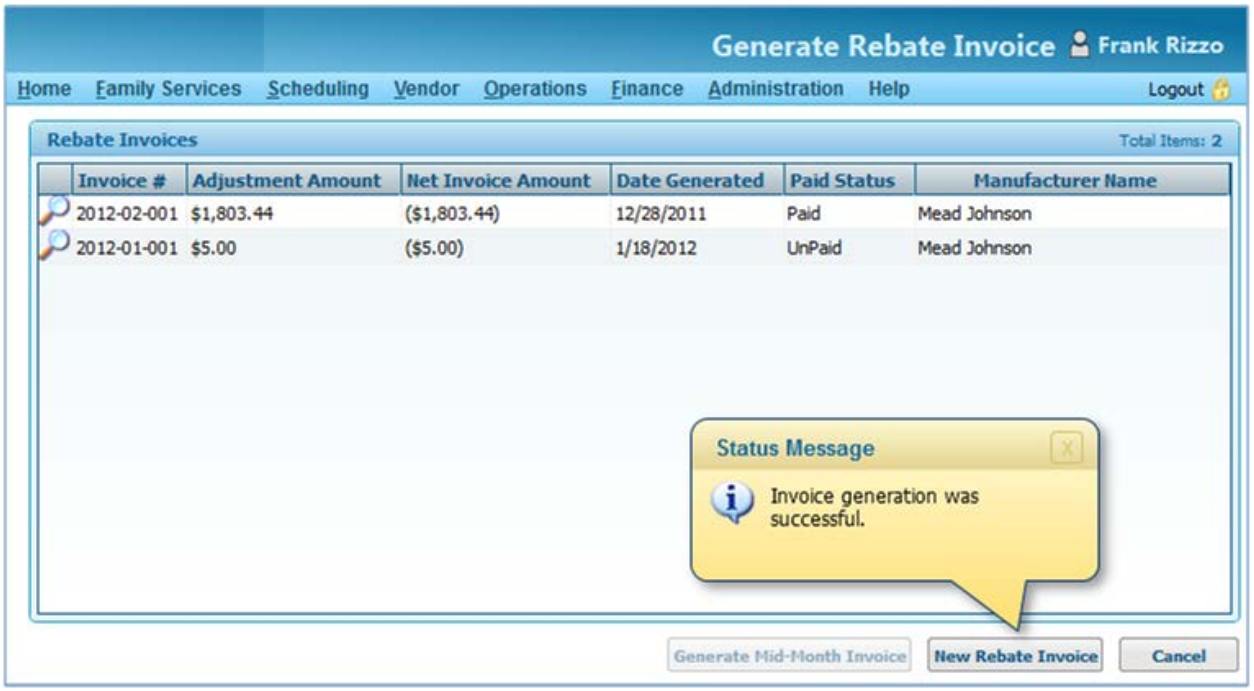
4. Click **Add Adjustment**. The **Adjustment Details** screen displays.



5. Enter the **Amount** and **Reason** for the adjustment.
6. Click **Save**. The **Adjustments** grid displays the adjustment details.



7. Click **Generate Invoice**. The **Generate Rebate Invoice** screen and a status message display.

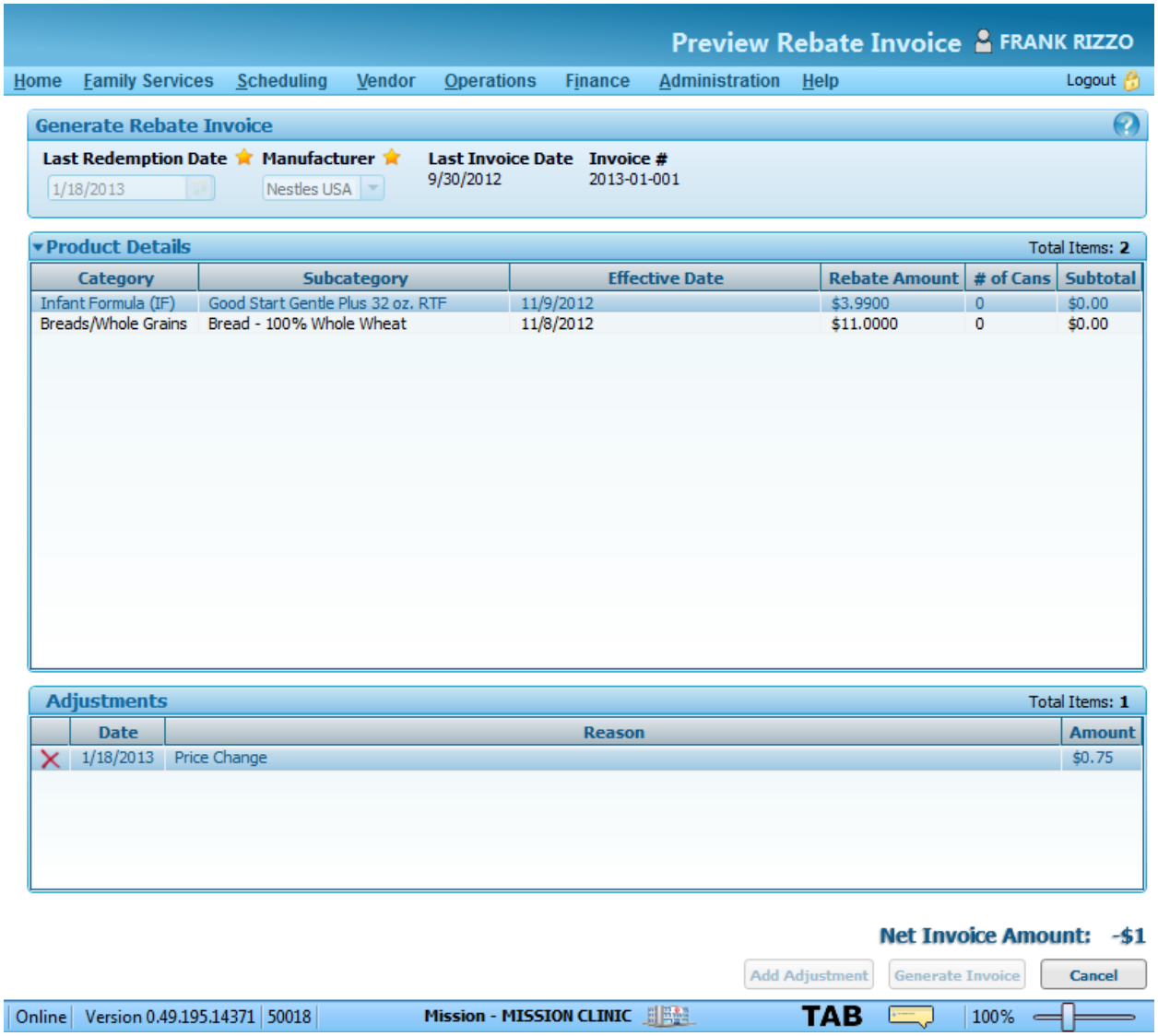


Task B. Searching for and Viewing an Existing Rebate Invoice

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Rebates → Manage Rebate Invoices**. The **Generate Rebate Invoice** screen displays.

2. Under **Rebate Invoices**, click the **View** button (🔎) to view rebate invoice details. The **Preview Rebate Invoice** screen displays.



Congratulations!

You have successfully completed the **Manage Rebate Invoices** process.

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5- EXPENSE AND REVENUE

Manage Encumbrances and Reserves

The **Expense and Revenue** menu allows you to manage encumbrance and reserve transactions, unallocated transactions, and outsourced agency expense reports.

This process includes the following tasks:

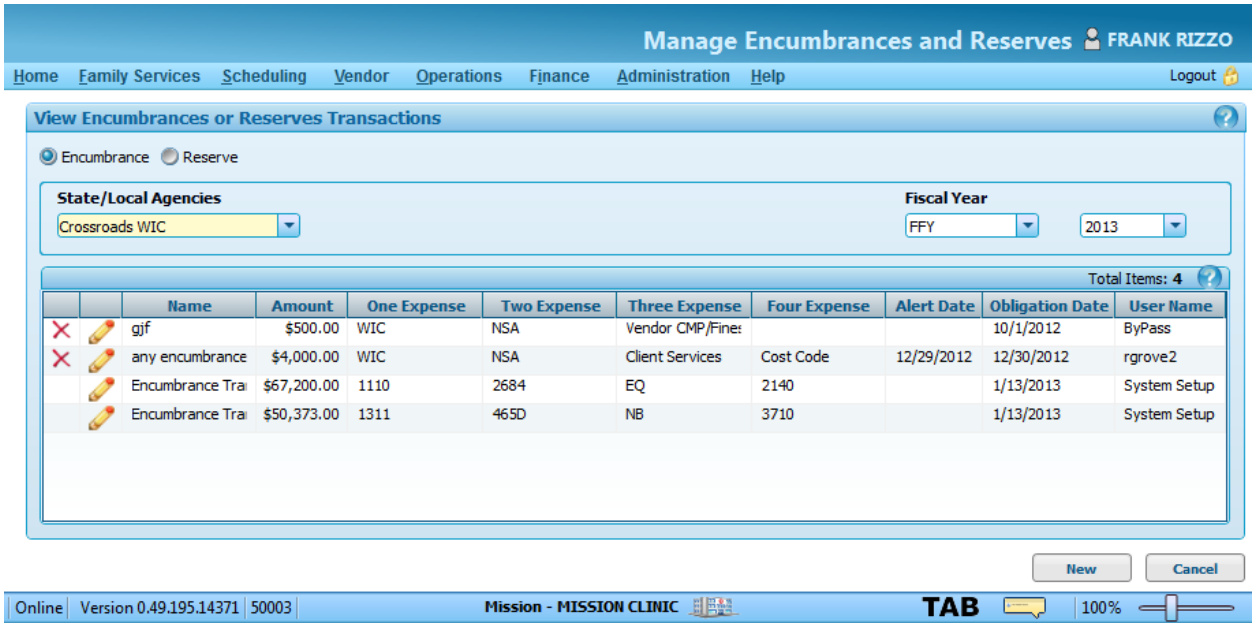
Task A. Viewing or Deleting Encumbrance and Reserve Transactions 5-2

Task B. Adding or Modifying Encumbrance and Reserve Transactions 5-4

Task A. Viewing or Deleting Encumbrance and Reserve Transactions

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Expense and Revenue → Manage Encumbrances and Reserves**. The **Manage Encumbrances and Reserves** screen displays.

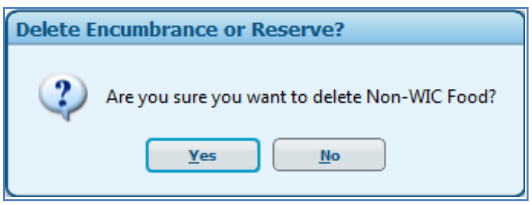


2. Under **View Encumbrances or Reserves Transactions**, select **Encumbrance** or **Reserve**. The grid will be refreshed, displaying records of the selected transaction type.
3. Select the **State/Local Agencies** and/or the **Fiscal Year**. The grid will be refreshed, displaying records for the selected state/local agency and fiscal year.

The grid displays the Name, Amount, COA (chart of account) Levels 1-4, Alert Date, Obligation Date, and User Name for each encumbrance or reserve transaction that has been defined. This includes both manually-entered encumbrances and those received through an external interface.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

4. Delete a transaction from the grid as follows:
   - Click the **Delete** button (✕) beside a row. The **Delete Encumbrance or Reserve** screen displays.

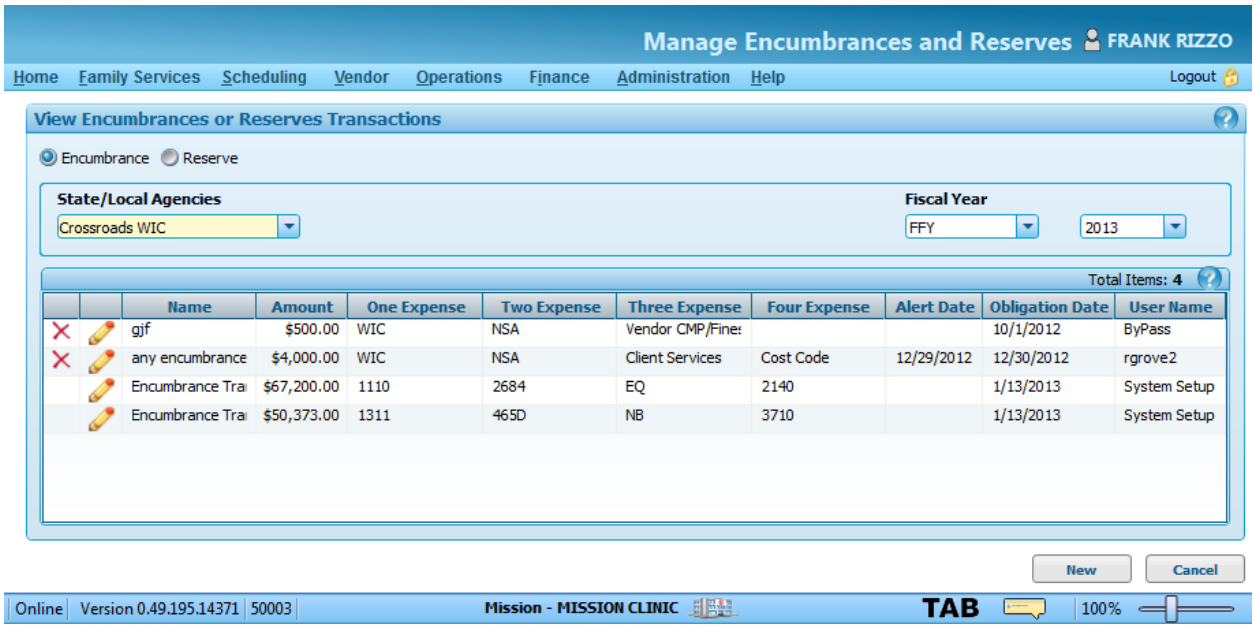


- Click **Yes**. A status message displays and the transaction is removed from the grid.

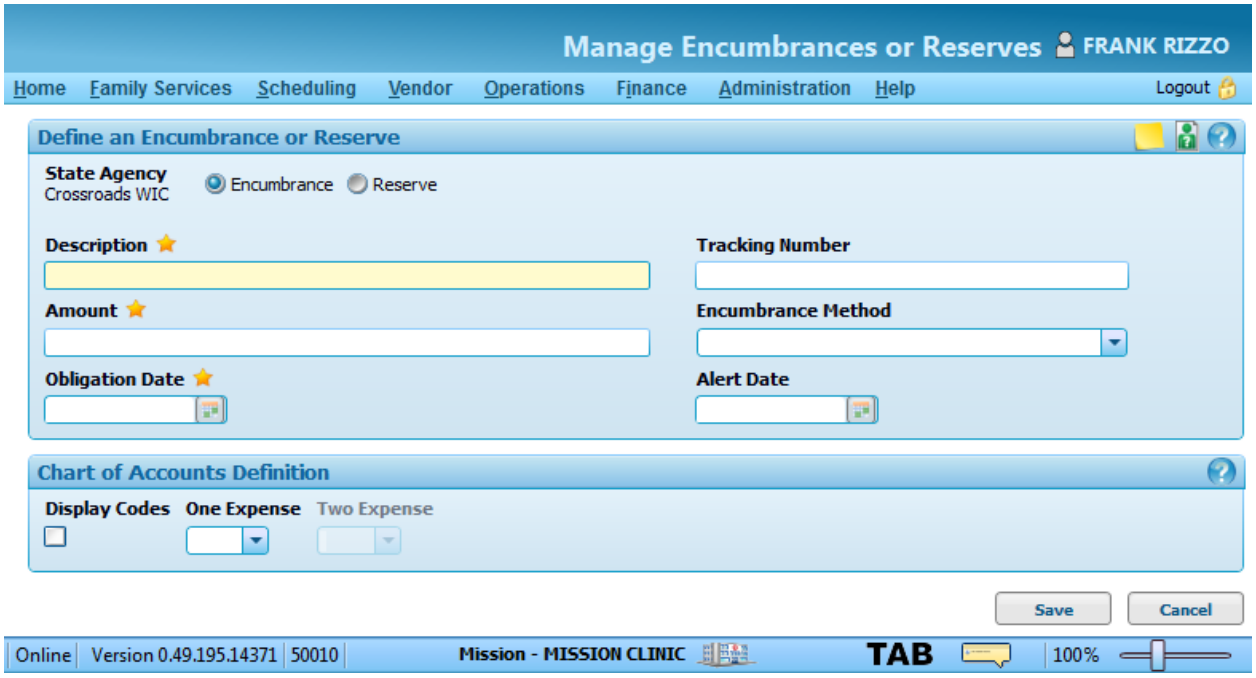
Task B. Adding or Modifying Encumbrance and Reserve Transactions

Complete the following steps to perform this task:

1. Access the **Manage Encumbrances and Reserves** screen.



2. To add a new encumbrance or reserve transaction, click **New**. The **Manage Encumbrances or Reserves** screen displays
3. To modify an existing transaction, click the **Edit** button ( ) beside a row in the grid. The **Manage Encumbrances or Reserves** screen displays.



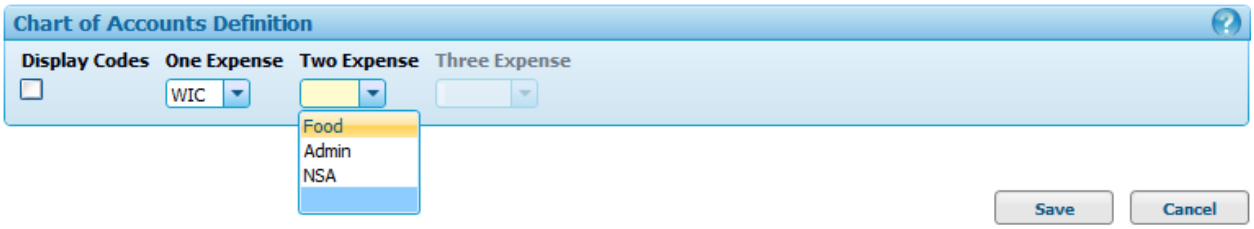
4. Under **Define an Encumbrance or Reserve**, select **Encumbrance** or **Reserve** to indicate the type of transaction being added or modified.

If Encumbrance is selected, the Encumbrance Method field is displayed.

If Reserve is selected, the Encumbrance Method field is not displayed.

5. Add or modify the encumbrance or reserve details as follows:
   - Enter or edit the **Description**.
   - Enter or edit the **Amount**.
   - Enter or select the **Obligation Date**.
   - Enter or edit the **Tracking Number**.
   - Select the **Encumbrance Method**, as needed.
   - Enter or select the **Alert Date**.
6. Under **Chart of Accounts Definition**, add or modify the encumbrance or reserve details as follows:
   - Check the **Display Codes** box to display the state-specific finance codes for the COA levels 1-4.
   - Or, uncheck the **Display Codes** box to display the common term associated with the state-specific codes for the COA levels 1-4.
   - Select the **COA Level 1** (this description may vary).

The COA Level 2 list will be accessible after a COA Level 1 is selected. The available options will be limited to those associated with the item selected in the previous list.



   - Select the **COA Level 2** (this description may vary).

The COA Level 3 list will be accessible after a COA Level 2 is selected. The available options will be limited to those associated with the item selected in the previous list.

   - Select the **COA Level 3** (this description may vary).

The COA Level 4 list will be accessible after a COA Level 3 is selected. The available options will be limited to those associated with the item selected in the previous list.

   - Select the **COA Level 4** (this description may vary).
7. Click **Save**. A status message displays and the transaction is added to the grid on the **Manage Encumbrances and Reserves** screen.

Congratulations!

You have successfully completed the **Manage Encumbrances and Reserves** process.

Manage Unallocated Transactions

The **Expense and Revenue** menu allows you to manage encumbrance and reserve transactions, unallocated transactions, and outsourced agency expense reports.

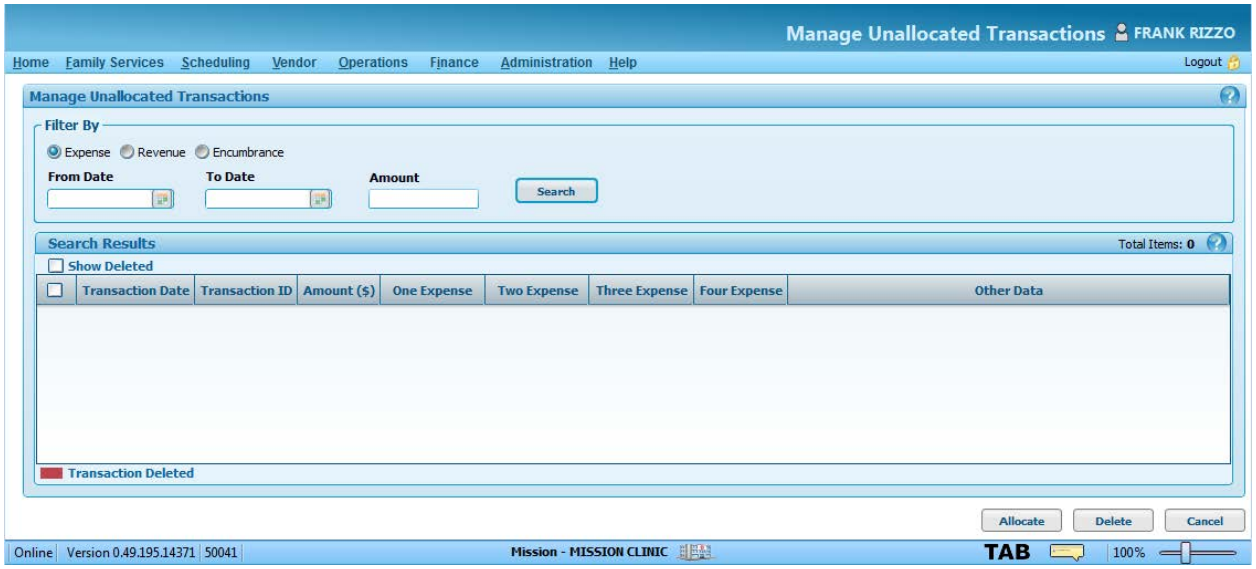
This process includes the following tasks:

Task A. Viewing or Deleting Unallocated Transactions 5-8
Task B. Allocating Transactions 5-11

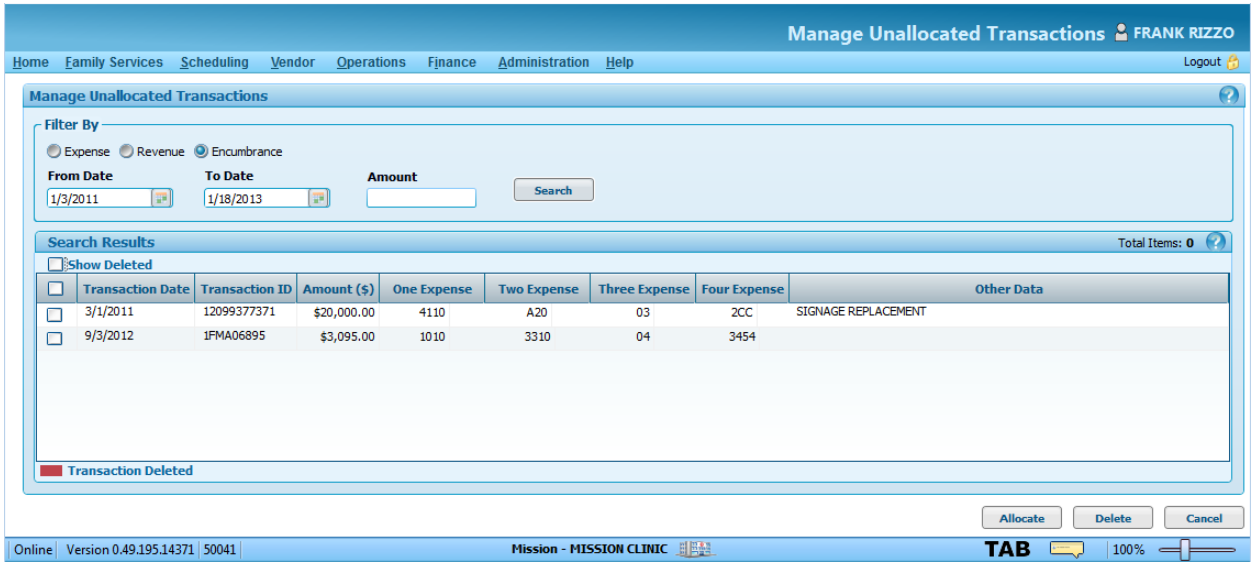
Task A. Viewing or Deleting Unallocated Transactions

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Expense and Revenue → Manage Unallocated Transactions**. The **Manage Unallocated Transactions** screen displays.



2. Under **Filter By**, select **Expense, Revenue,** or **Encumbrance** to indicate which type of transaction will be displayed on the screen.
3. Filter the transactions to be displayed on the screen as follows:
    - Enter or select the **From Date**.
    - Enter or select the **To Date**.
    - Enter the **Amount**.
    - Click **Search**. The screen will be refreshed, displaying the filtered results in the **Search Results** grid.



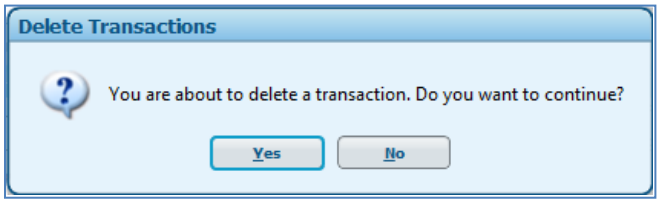
The Search Results grid displays transactions based on the filter criteria and transaction type selected. These are transactions received from the State finance system that could not be automatically associated to a Crossroads fund via the defined chart of accounts (COA). The grid contains the Transaction Date, Transaction ID, Amount ($), COA Levels 1-4, and Other Data for each record listed.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

4. Check the **Show Deleted** box to display records that have previously been deleted in the **Search Results** grid.

Deleted records will be shaded in red so they are easier to distinguish in the grid.

5. Check one or more boxes in the first column of the **Search Results** grid to select transactions.
6. Delete the selected transactions as follows:
    - Click **Delete**. The **Delete Transactions** screen displays.

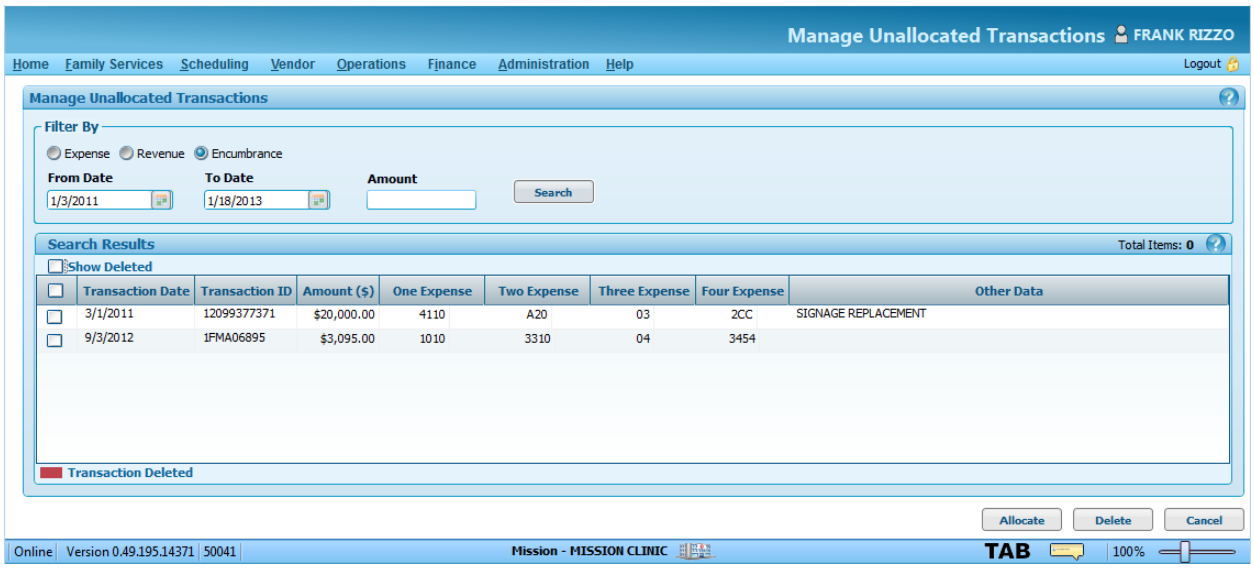


    - Click **Yes**. A status message displays and the transaction is deleted from the **Search Results** grid.

Task B. Allocating Transactions

Complete the following steps to perform this task:

1. Access the **Manage Unallocated Transactions** screen and conduct a search for transactions.

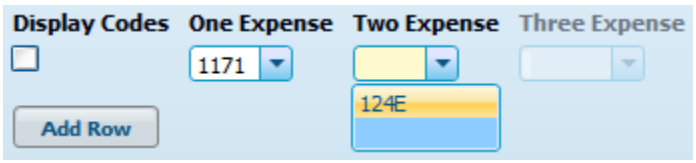


2. Check one or more boxes in the first column of the **Search Results** grid to select transactions.
3. Click **Allocate**. The **Allocate Transactions** screen displays.

Under Transactions Details, the Transaction Date, Transaction ID, Other Data, Level 1-4 COA codes, Amount ($), and Total Assigned for the selected transaction are displayed.

4. Check the **Display Codes** box to display the state-specific finance codes for the COA Levels 1-4.
5. Or, uncheck the **Display Codes** box to display the common term associated with the state-specific codes for the COA levels 1-4.
6. Select the **COA Level 1**; this description may vary.

The Level 2 list will be accessible after a Level 1 code is selected. The available Level 2 codes will be limited to those associated with the selected Level 1 code.



7. Select the **COA Level 2**; this description may vary.

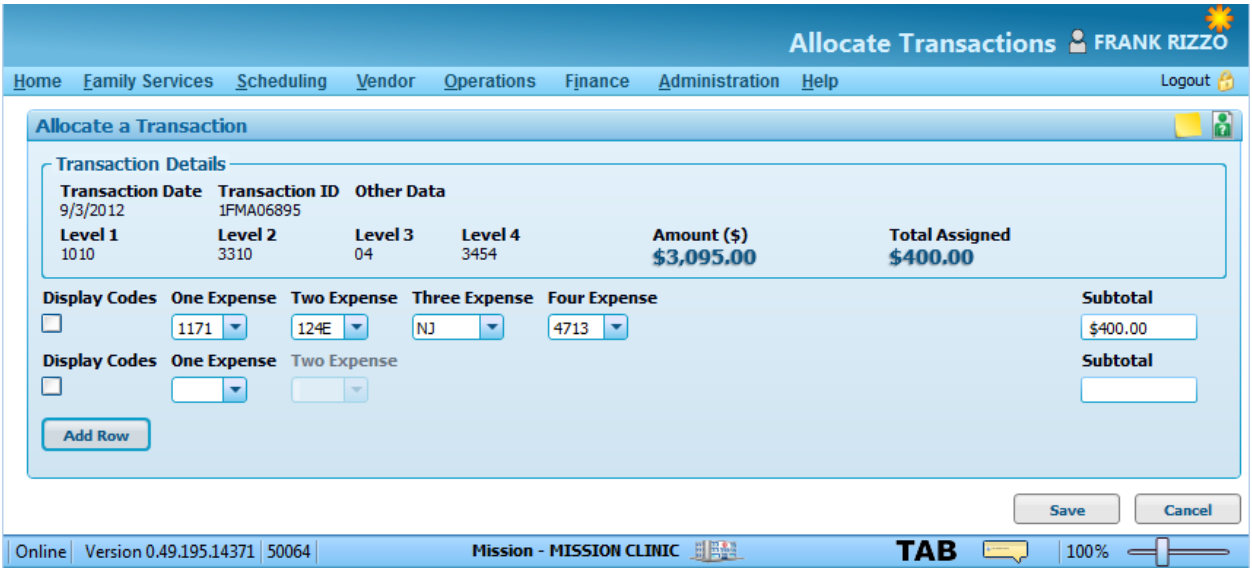
The Level 3 list will be accessible after a Level 2 code is selected. The available Level 3 codes will be limited to those associated with the selected Level 2 code.

8. Select the **COA Level 3**; this description may vary.

The Level 4 list will be accessible after a Level 3 code is selected. The available Level 4 codes will be limited to those associated with the selected Level 3 code.

9. Select the **COA Level 4**; this description may vary.
10. Enter the **Subtotal**. The **Total Assigned** will be automatically updated.

11. Click **Add Row** to allocate part of the transaction to a new series of COA codes.



12. Select the **COA Level 1-4** codes as needed.
13. Enter the **Subtotal**. The **Total Assigned** will be automatically recalculated.
14. Click **Save**. A status message displays and the user is returned to the **Manage Unallocated Transactions** screen.

Congratulations!

You have successfully completed the **Manage Unallocated Transactions** process.

Manage Participant Collections

The following scenario describes the process of managing participant collection payments.

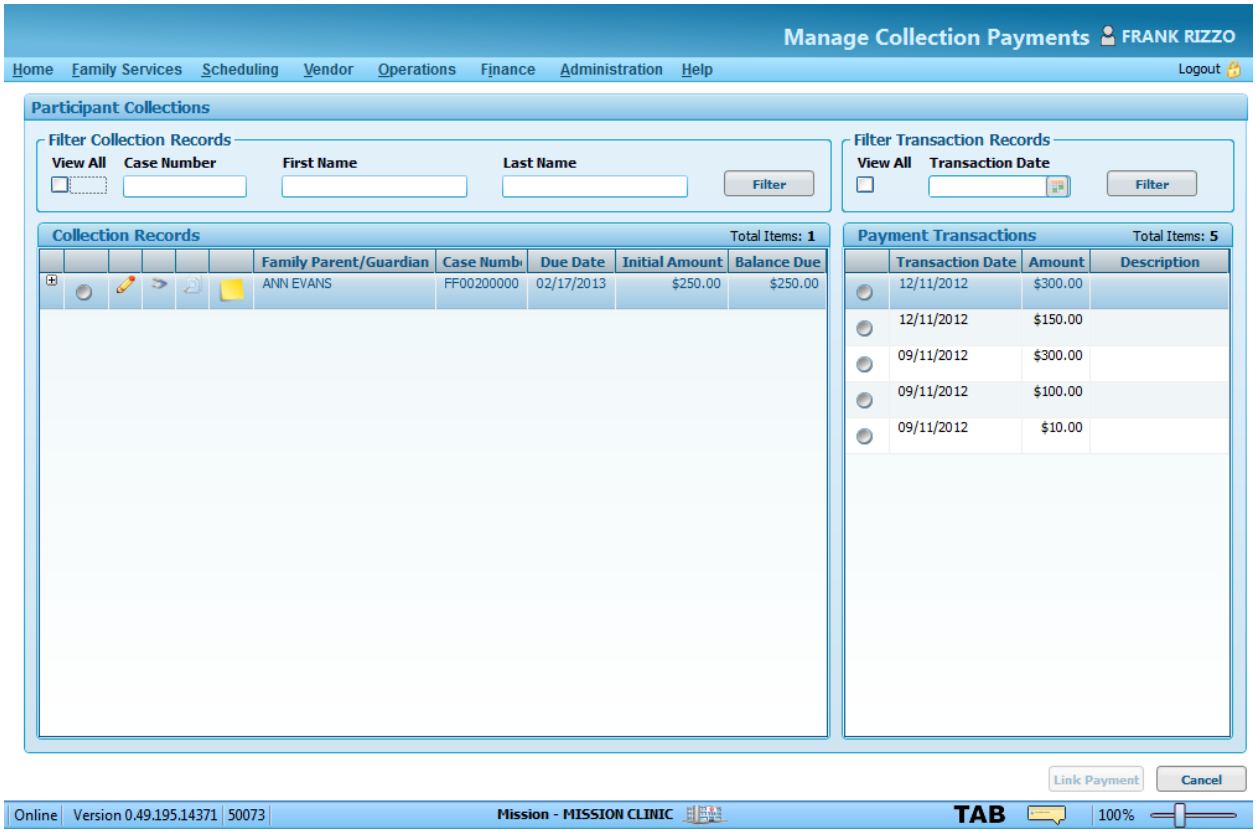
This process includes the following tasks:

Task A. Managing Participant Collections 5-15

Task A. Managing Participant Collections

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Expense and Revenue → Manage Participant Collections**. The **Manage Collection Payments** screen displays.



2. View the list of records currently displayed in the **Collection Records** grid.

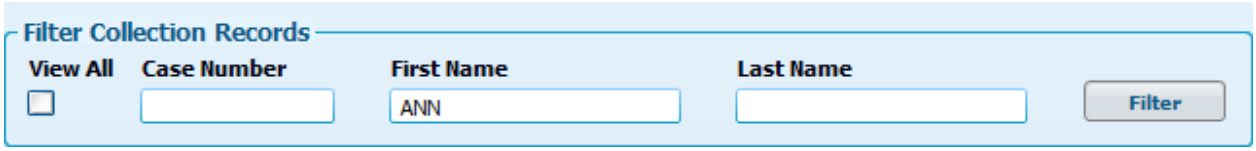
The Collection Records grid displays the Family Parent/Guardian, Case Number, Due Date, Initial Amount, and Balance Due for each collection record that currently exists.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

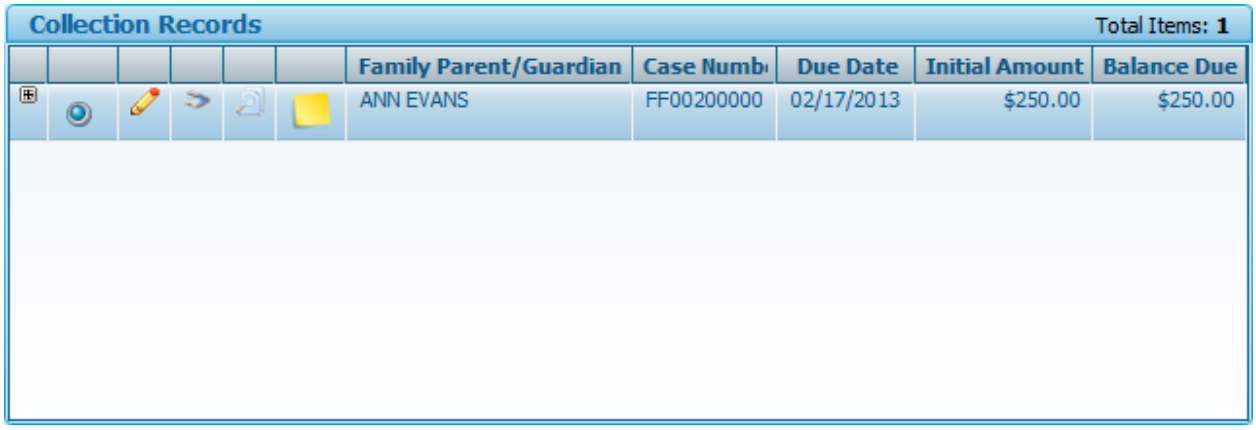
You can click the following buttons to view and/or work with additional information:

- Click the plus sign (⊞) to view the history of a transaction.
- Click the Link button ( ) to link the collection record to a payment transaction record.
- Click the Edit button ( ) to add adjustments to the collection record.
- The Scanned Documents button ( ) to scan a document.
- Click the View button ( ) to view the scanned documents list. This button is only enabled when documents have previously been scanned and saved for the record.
- Click the Comment Launch button ( ) to create a note for the record as needed.

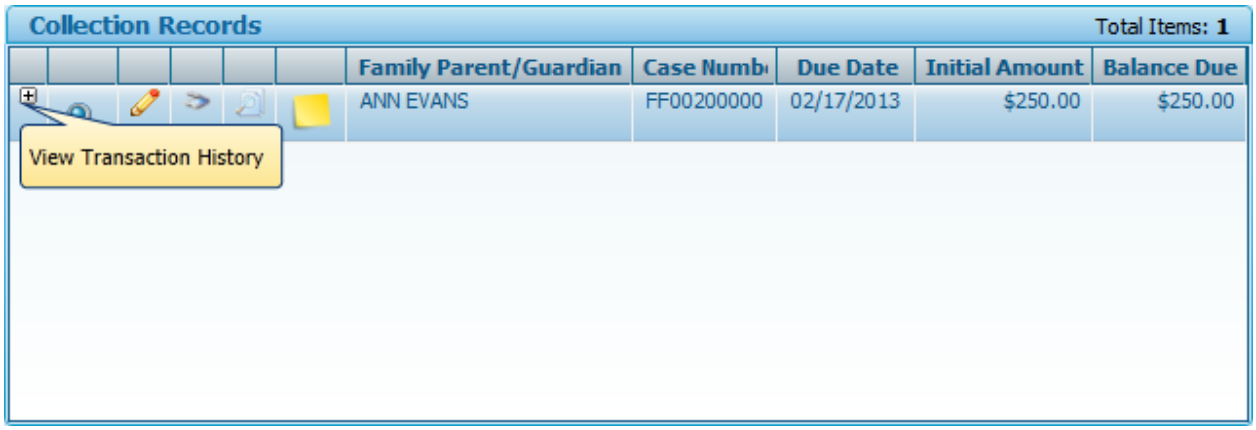
3. Filter the list of records displayed in the **Collection Records** grid by completing information in one or more of the controls under **Filter Collection Records**. You can select the **View All** check box as necessary.



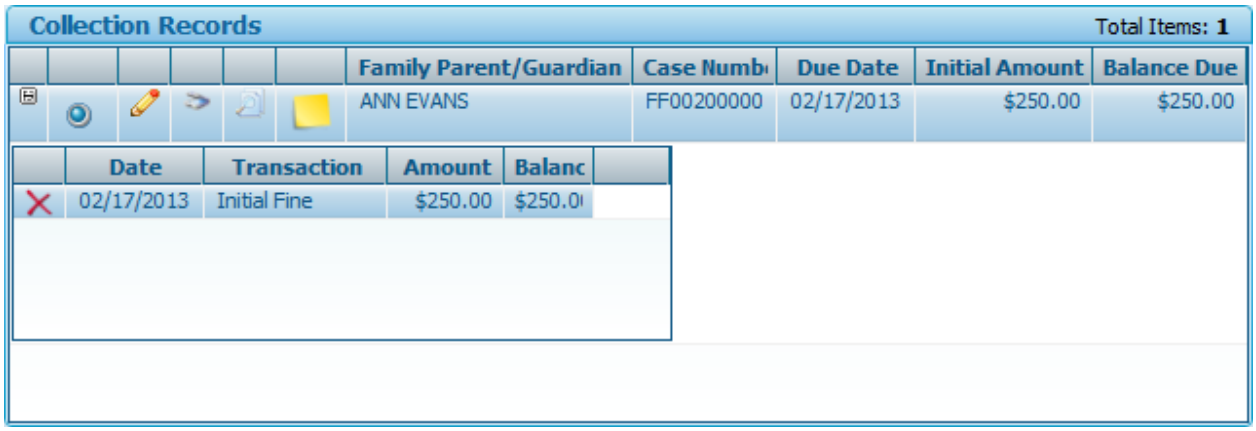
4. Click **Filter** to apply the specified filter criteria. The screen refreshes and the list of results matching the specified filter criteria displays in the **Collection Records** grid.



5. Click the plus sign (⊞) to view the history of a transaction.



The **Collection Records** grid refreshes and displays any available historical data in a transaction history grid.

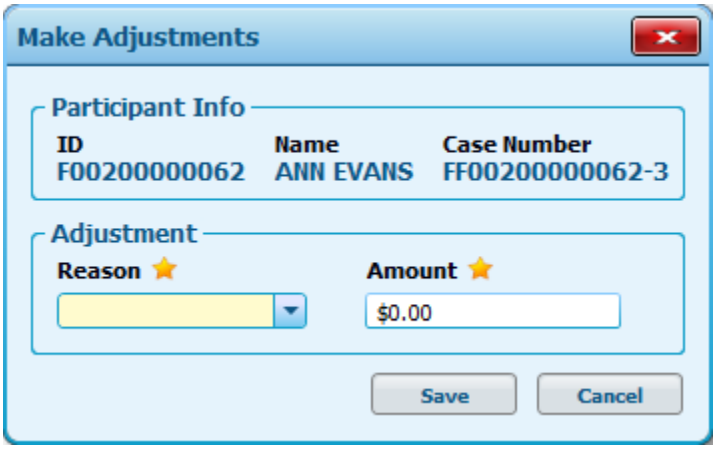


The transaction history grid displays the Date, Transaction, Amount, and Balance for each historical record that currently exists.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

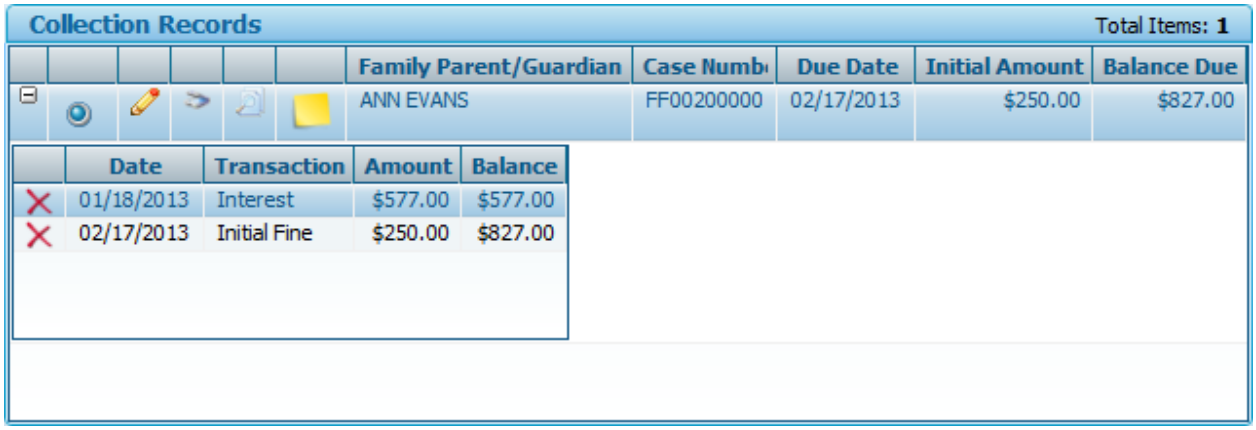
Click the Delete button (✕) to delete an existing record as needed.

6. Click the **Edit** button ( ) to add adjustments to the collection record. The **Make Adjustments** screen displays.



7. Select a **Reason** and enter an **Amount**.

8. Click **Save** to update the collection record. The **Collection Records** grid refreshes and the **Balance Due** column updates. The transaction history grid also refreshes and contains a new historical record.



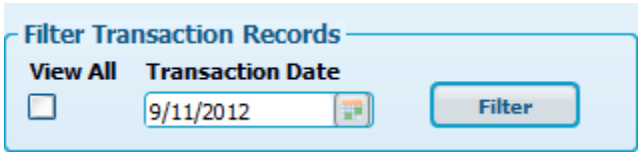
9. View the list of records currently displayed in the **Payment Transactions** grid.

The Payment Transactions grid displays the Transaction Date, Amount, and Description for each payment transaction record that currently exists.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

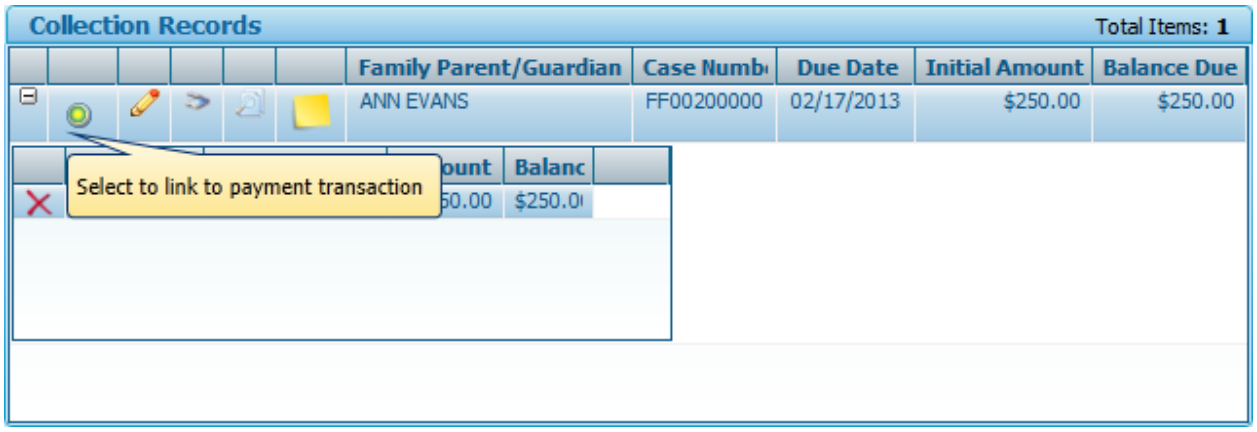
You can click the Link button ( ) to link the collection record to a payment transaction record.

10. Filter the list of records displayed in the **Payment Transactions** grid by completing information in one or more of the controls under **Filter Transaction Records**. You can select the **View All** check box as necessary.

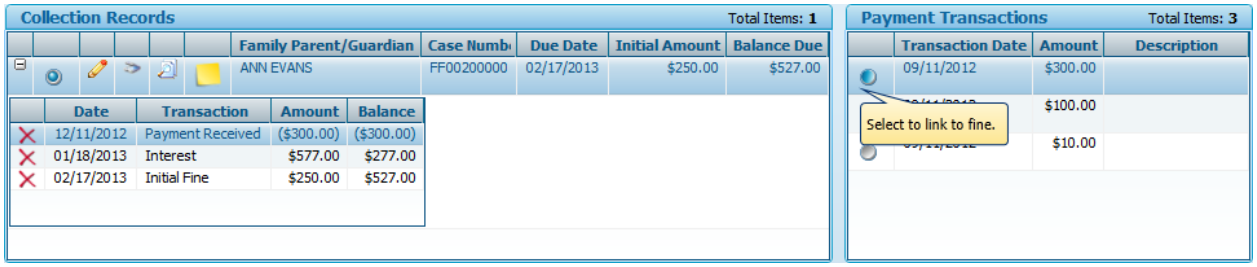


11. Click **Filter** to apply the specified filter criteria. The screen refreshes and the list of results matching the specified filter criteria displays in the **Payment Transactions** grid.

12. Click the **Link** button ( ) to link the collection record to a payment transaction record.

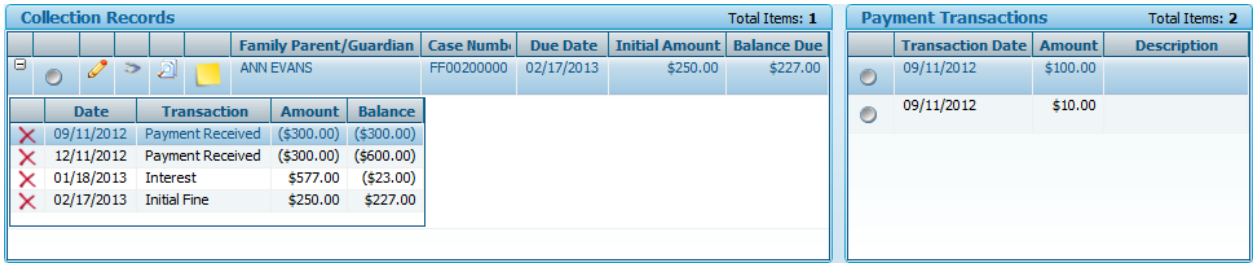


13. Click the **Link** button ( ) to link the payment transaction record to the collection record selected in the previous step.



14. Click **Link Payment** to link the selected collection record to the selected payment transaction record.

Once a payment transaction record has been linked to a collection record, it is removed from the Payment Transactions grid (see image below).



Congratulations!

You have successfully completed the **Manage Participant Collections** process.

Manage Vendor Collections

The following scenario describes the process of managing vendor collection payments.

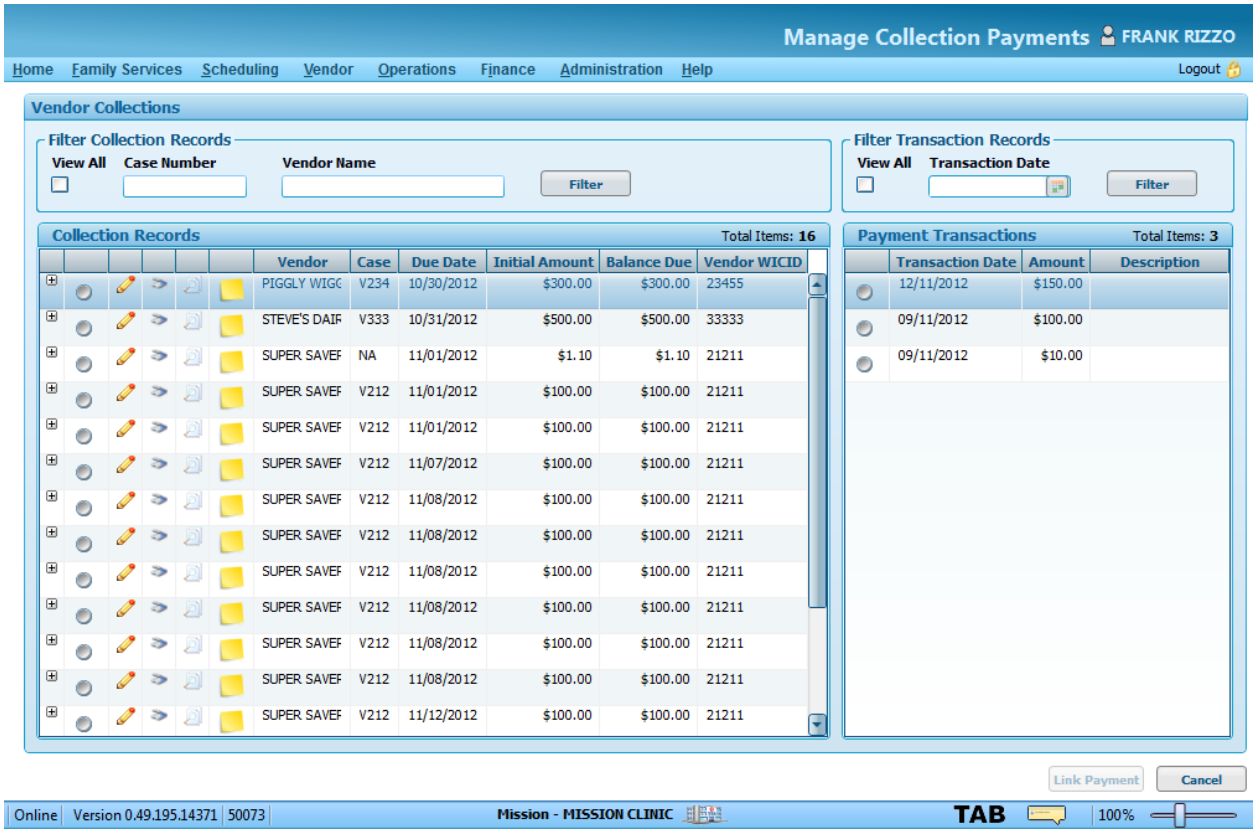
This process includes the following tasks:

Task A. Managing Vendor Collections 5-22

Task A. Managing Vendor Collections

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Expense and Revenue → Manage Vendor Collections**. The **Manage Collection Payments** screen displays.



2. View the list of records currently displayed in the **Collection Records** grid.

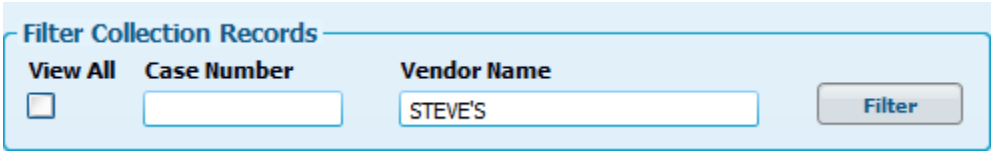
The Collection Records grid displays the Vendor, Case Number, Due Date, Initial Amount, Balance Due, and Vendor WIC ID for each collection record that currently exists.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

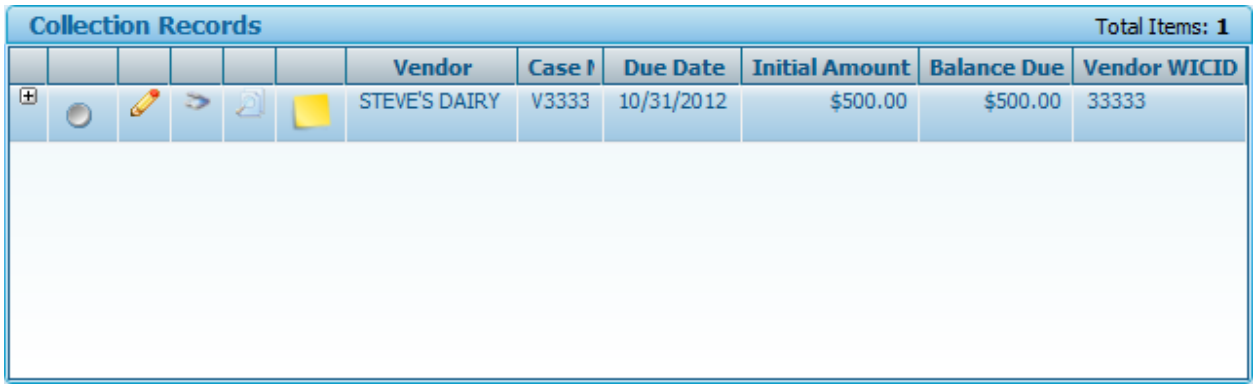
You can click the following buttons to view and/or work with additional information:

- Click the plus sign (⊞) to view the history of a transaction.
- Click the Link button ( ) to link the collection record to a payment transaction record.
- Click the Edit button ( ) to add adjustments to the collection record.
- The Scanned Documents button ( ) to scan a document.
- Click the View button ( ) to view the scanned documents list. This button is only enabled when documents have previously been scanned and saved for the record.
- Click the Comment Launch button ( ) to create a note for the record as needed.

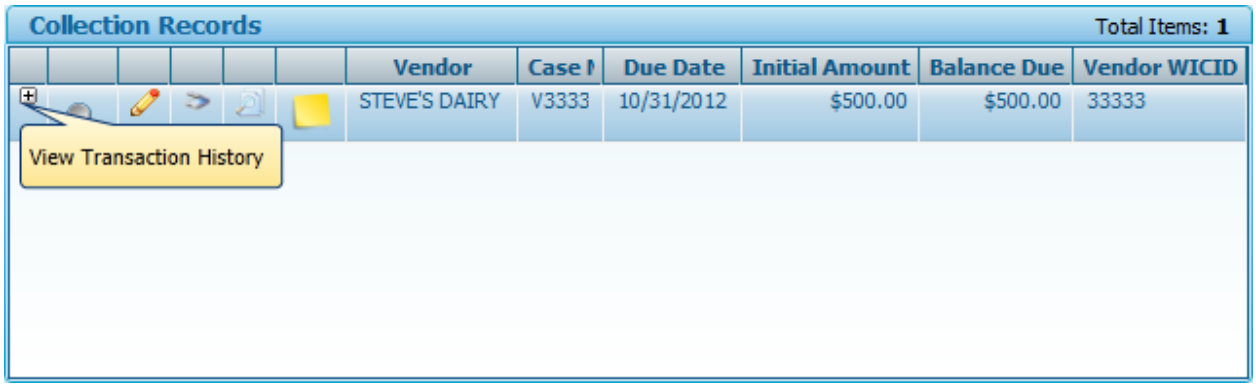
3. Filter the list of records displayed in the **Collection Records** grid by completing information in one or more of the controls under **Filter Collection Records**. You can select the **View All** check box as necessary.



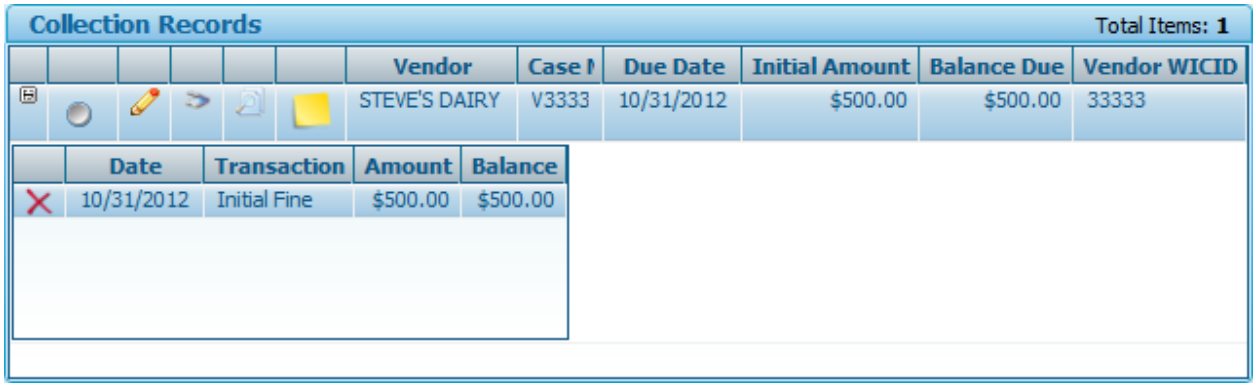
4. Click **Filter** to apply the specified filter criteria. The screen refreshes and the list of results matching the specified filter criteria displays in the **Collection Records** grid.



5. Click the plus sign (⊞) to view the history of a transaction.



The **Collection Records** grid refreshes and displays any available historical data in a transaction history grid.

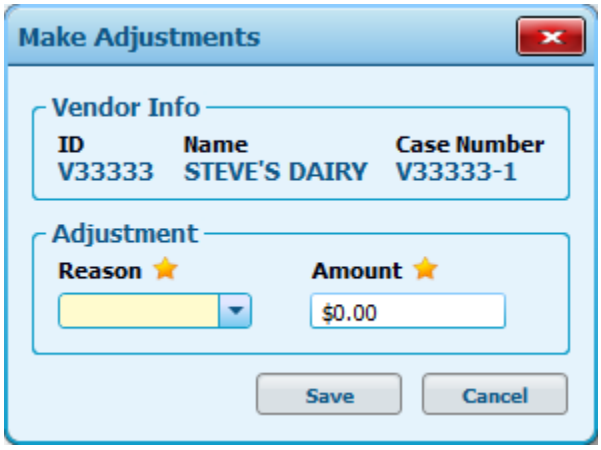


The transaction history grid displays the Date, Transaction, Amount, and Balance for each historical record that currently exists.

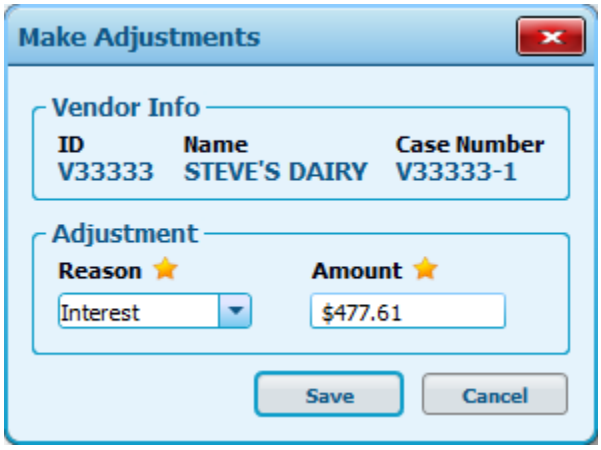
Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

Click the Delete button (✕) to delete an existing record as needed.

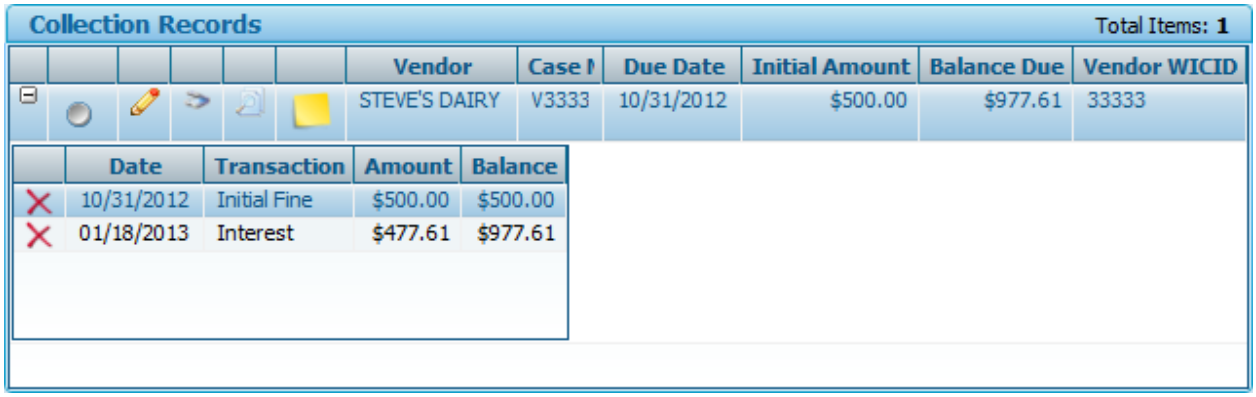
6. Click the **Edit** button ( ) to add adjustments to the collection record. The **Make Adjustments** screen displays.



7. Select a **Reason** and enter an **Amount**.



8. Click **Save** to update the collection record. The **Collection Records** grid refreshes and the **Balance Due** column updates. The transaction history grid also refreshes and contains a new historical record.



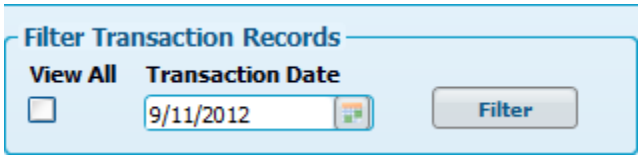
9. View the list of records currently displayed in the **Payment Transactions** grid.

The Payment Transactions grid displays the Transaction Date, Amount, and Description for each payment transaction record that currently exists.

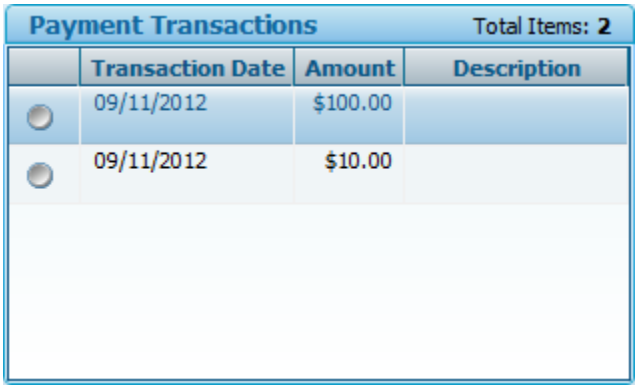
Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

You can click the Link button ( ) to link the collection record to a payment transaction record.

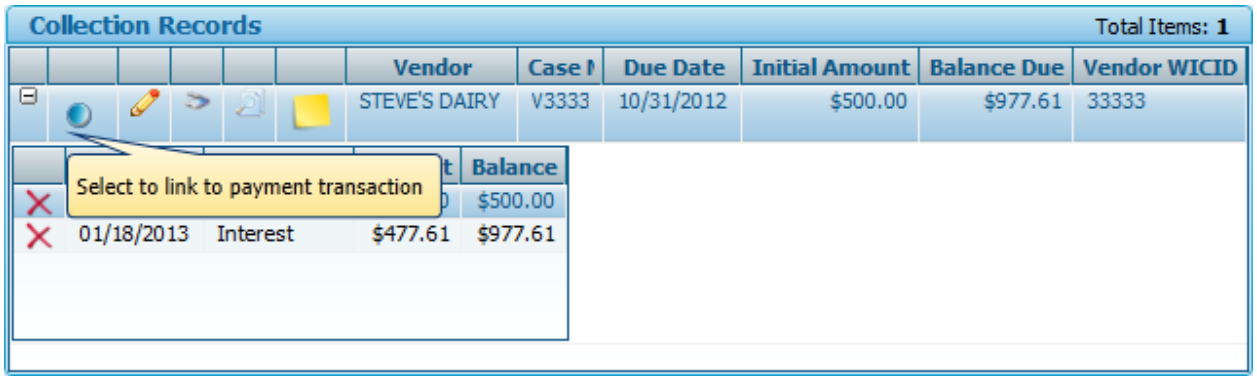
10. Filter the list of records displayed in the **Payment Transactions** grid by completing information in one or more of the controls under **Filter Transaction Records**. You can select the **View All** check box as necessary.



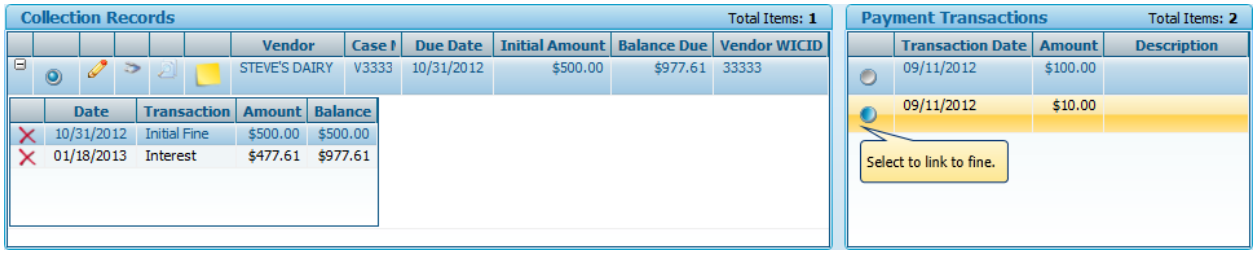
11. Click **Filter** to apply the specified filter criteria. The screen refreshes and the list of results matching the specified filter criteria displays in the **Payment Transactions** grid.



12. Click the **Link** button ( ) to link the collection record to a payment transaction record.

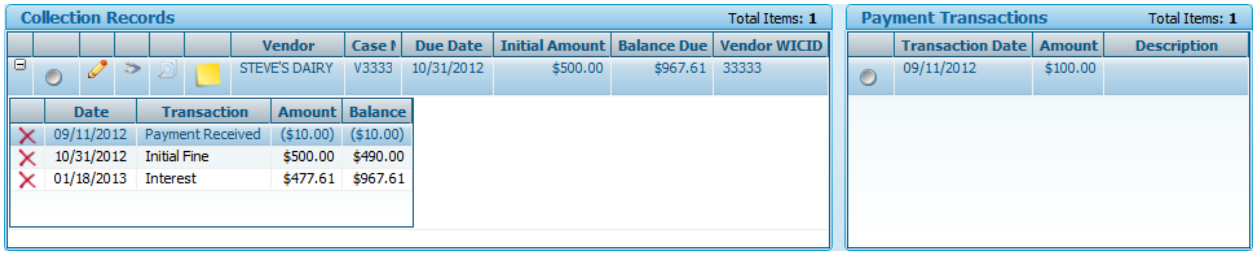


13. Click the **Link** button ( ) to link the payment transaction record collection record selected in the previous step.



14. Click **Link Payment** to link the selected collection record to the selected payment transaction record.

Once a payment transaction record has been linked to a collection record, it is removed from the Payment Transactions grid (see image below).



Congratulations!

You have successfully completed the **Manage Vendor Collections** process.

Manage Outsourced Agency Reports

The **Expense and Revenue** menu allows you to manage encumbrance and reserve transactions, unallocated transactions, and outsourced agency expense reports.

This process includes the following tasks:

Task A. Viewing Outsourced Agency Expense Reports 5-29

Task B. Adding New Outsourced Agency Expense Reports 5-31

Task C. Modifying Saved Outsourced Agency Expense Reports 5-33

Task D. Modifying Submitted Outsourced Agency Expense Reports 5-35

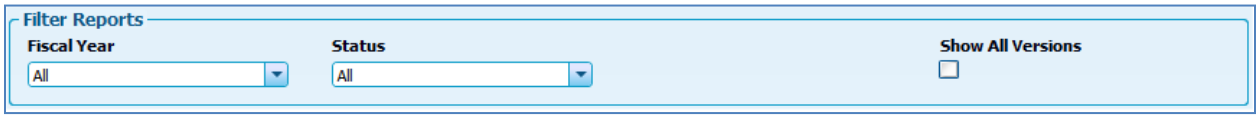
Task A. Viewing Outsourced Agency Expense Reports

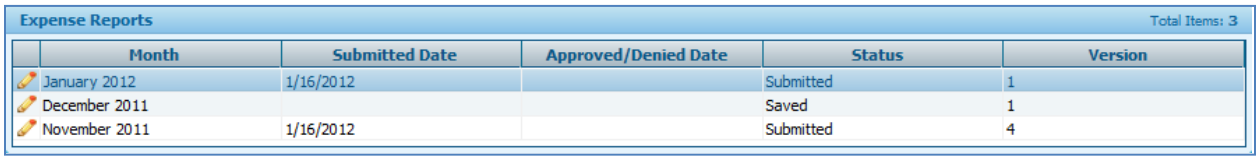
Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Expense and Revenue → Manage Outsourced Agency Reports**. The **Outsourced Agency Expense Reports** screen displays.

2. Under **Filter Reports**, filter the reports displayed on the screen as follows:
   - Select the **Fiscal Year**.
   - Select the **Status**.
   - Check the box to **Show All Versions**, as needed.

If Show All Versions is not checked, only the most recent version of the reports with the selected Fiscal Year and Status will be displayed.





The Outsourced Agency Expense Reports screen will be refreshed, displaying the results of the filter criteria in the Expense Reports grid. The grid contains the Month, Submitted Date, Approved/Denied Date, Status, and Version for each expense report submitted by an outsourced agency.

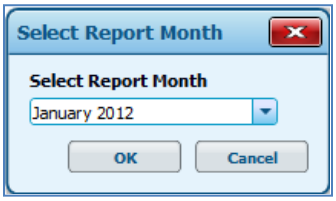
Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

Task B. Adding New Outsourced Agency Expense Reports

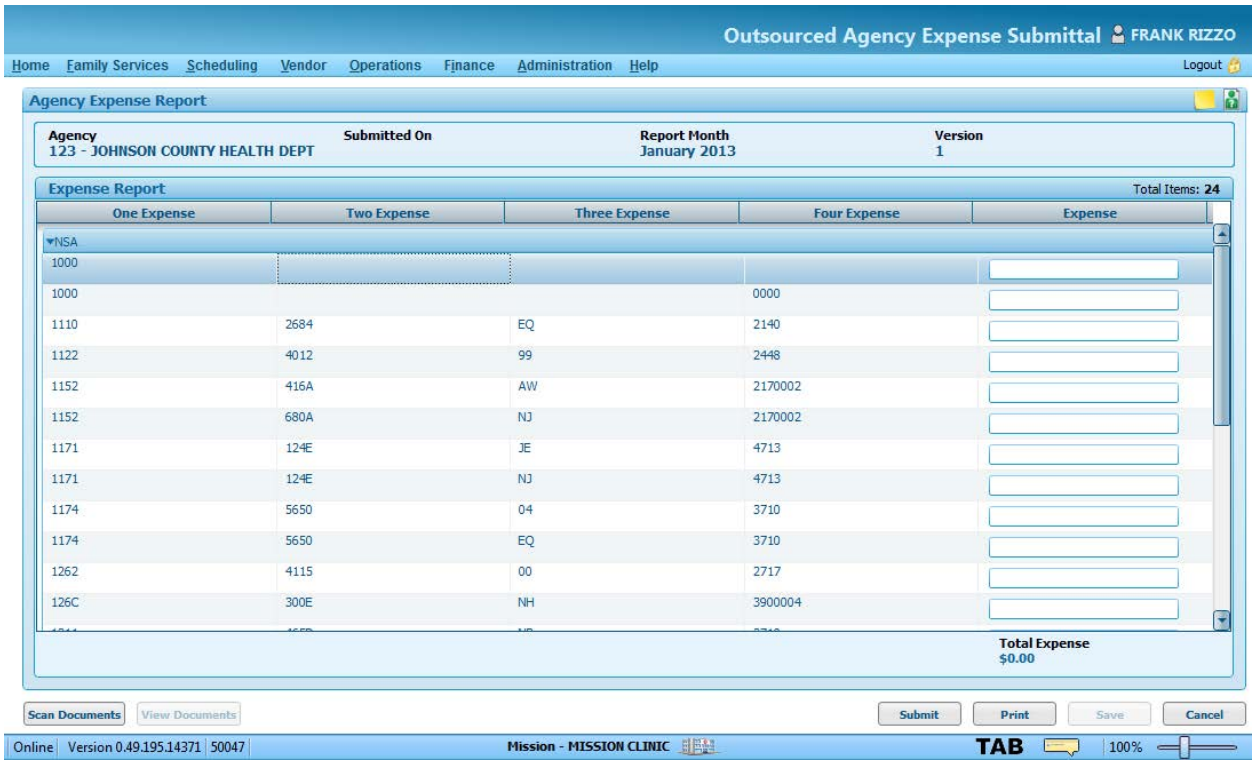
Complete the following steps to perform this task:

1. Access the **Outsourced Agency Expense Reports** screen.

2. Click **New Report**. The **Select Report Month** screen displays.



3. Select the month and year from **Select Report Month**.
4. Click **OK**. The **Outsourced Agency Expense Submittal** screen displays.



Under Agency Expense Report, the Local Agency for which the report is being submitted is displayed, along with the Report Month and Version number (1).

The Expense Report grid contains a row for each chart of accounts (COA) entry that is flagged as a possible Outsourced Agency Expense. This grid contains the COA Level 1-4 descriptions and a column for the Expense amounts.

The Total Expense will be calculated by the system.

5. Enter the **Expense** values.
6. Click **Submit**. The **Outsourced Agency Expense Reports** screen displays with the new report added to the **Expense Reports** grid.

Click Print to print the expense report. The Windows Print screen displays.

To scan documents for this report, click Scan Document. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

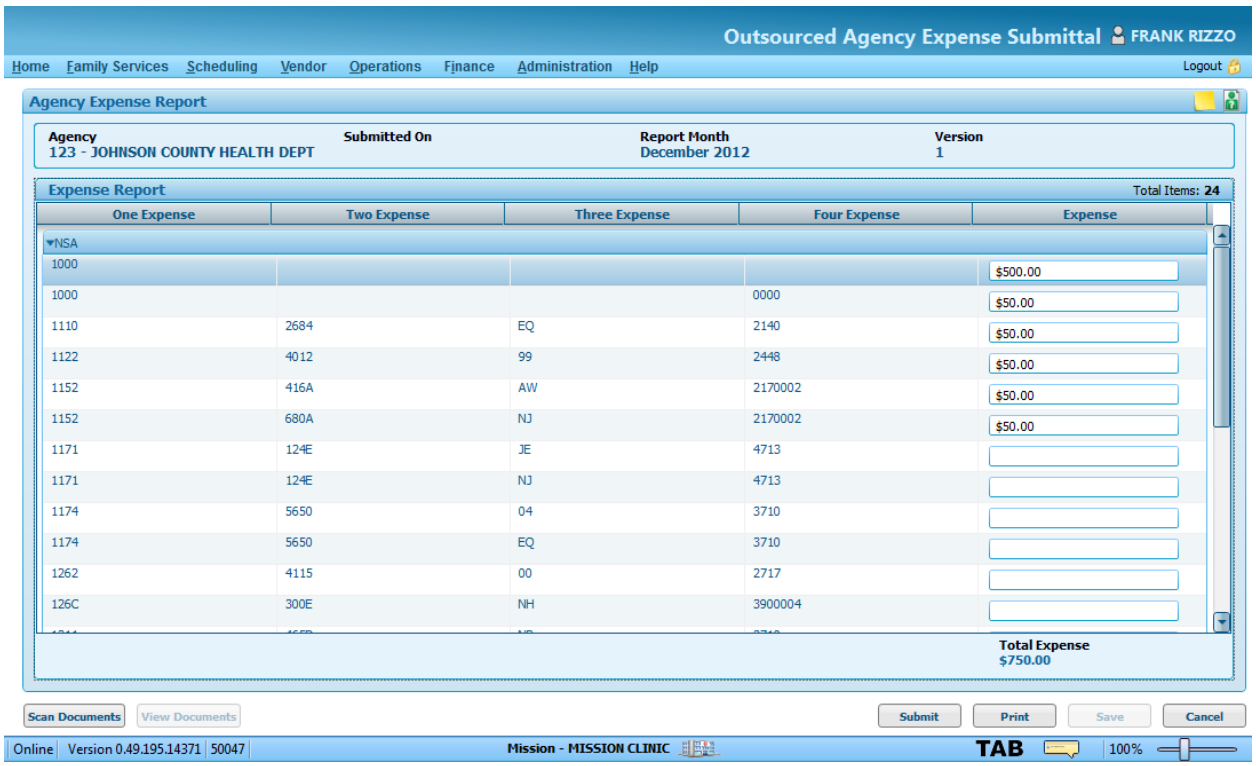
If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

Task C. Modifying Saved Outsourced Agency Expense Reports

Complete the following steps to perform this task:

1. Access the **Outsourced Agency Expense Reports** screen.

2. Click the **Edit** button ( ) beside a report with a **Status** of Saved. The **Outsourced Agency Expense Submittal** screen displays.



Under Agency Expense Report, the Local Agency for which the report is being submitted is displayed, along with the Report Month and Version number.

The Expense Report grid contains a row for each chart of accounts (COA) entry that is flagged as a possible Outsourced Agency Expense. This grid contains the COA Level 1-4 descriptions and a column for the Expense amounts.

The Total Expense will be recalculated by the system.

3. Enter or edit the **Expense** values.
4. Click **Submit**. The **Outsourced Agency Expense Reports** screen displays.

Click Print to print the expense report. The Windows Print screen displays.

To scan documents for this report, click Scan Document. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

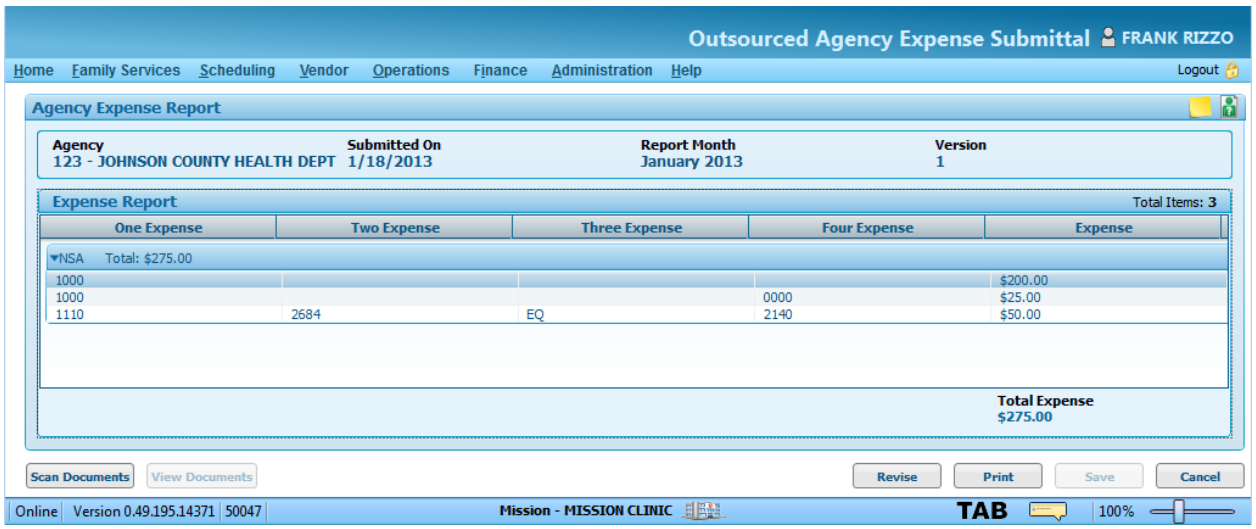
If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

Task D. Modifying Submitted Outsourced Agency Expense Reports

Complete the following steps to perform this task:

1. Access the **Outsourced Agency Expense Reports** screen.

2. Click the **Edit** button ( ) beside a report with a **Status** of Submitted. The **Outsourced Agency Expense Submittal** screen displays.

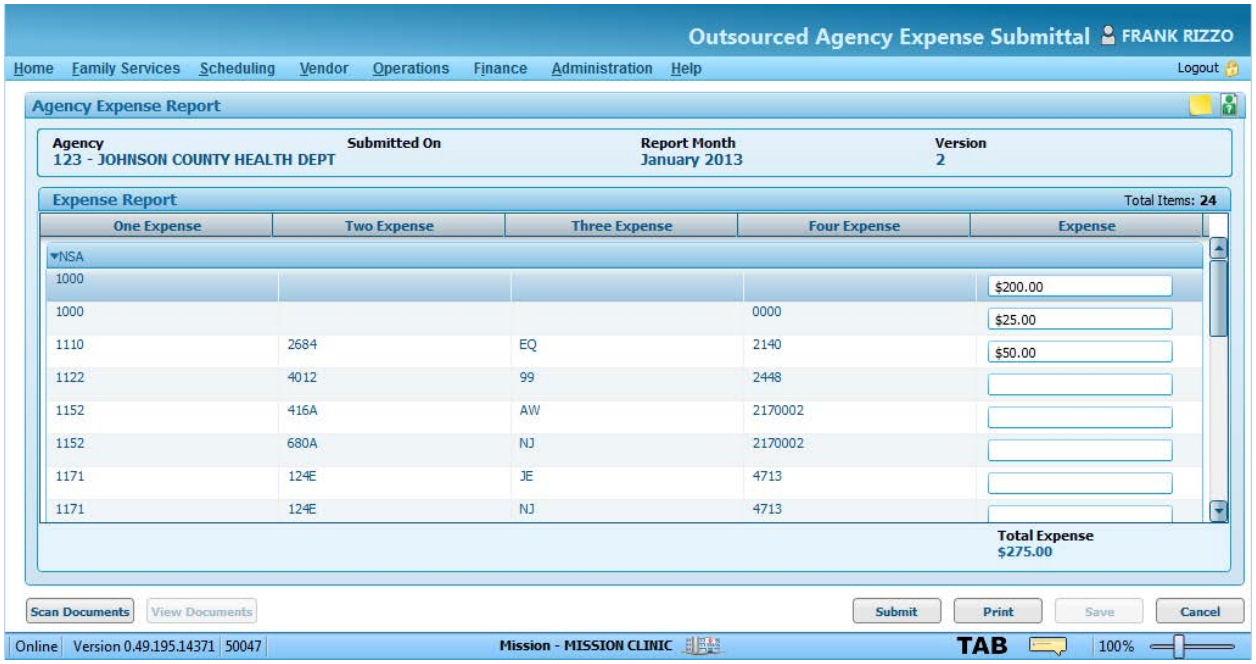


Under Agency Expense Report, the Local Agency for which the report is being submitted is displayed, along with the Submitted On date, Report Month, and Version number.

The Expense Report grid contains a row for each chart of accounts (COA) entry that is flagged as a possible Outsourced Agency Expense. This grid contains the COA Level 1-4 descriptions and a column for the Expense amounts.

The Total Expense will be recalculated by the system.

3. Click **Revise**. The **Expense** column will be enabled in the **Expense Report** grid.



4. Enter or edit the **Expense** values.
5. Click **Submit**. The **Outsourced Agency Expense Reports** screen displays.

Click Print to print the expense report. The Windows Print screen displays.

To scan documents for this report, click Scan Document. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

Congratulations!

You have successfully completed the **Manage Outsourced Agency Reports** process.

6- PROJECTIONS

Define a Forecast Model

The **Projections** menu allows you to create and maintain a forecast model to project the effects of environmental, operational, or policy changes upon costs and participation. This forecast model is used in the generation of the FNS-798 report. You can then use this menu to compare various forecast models, analyze the cash outlook based on the forecast models, and monitor bank draw down funds.

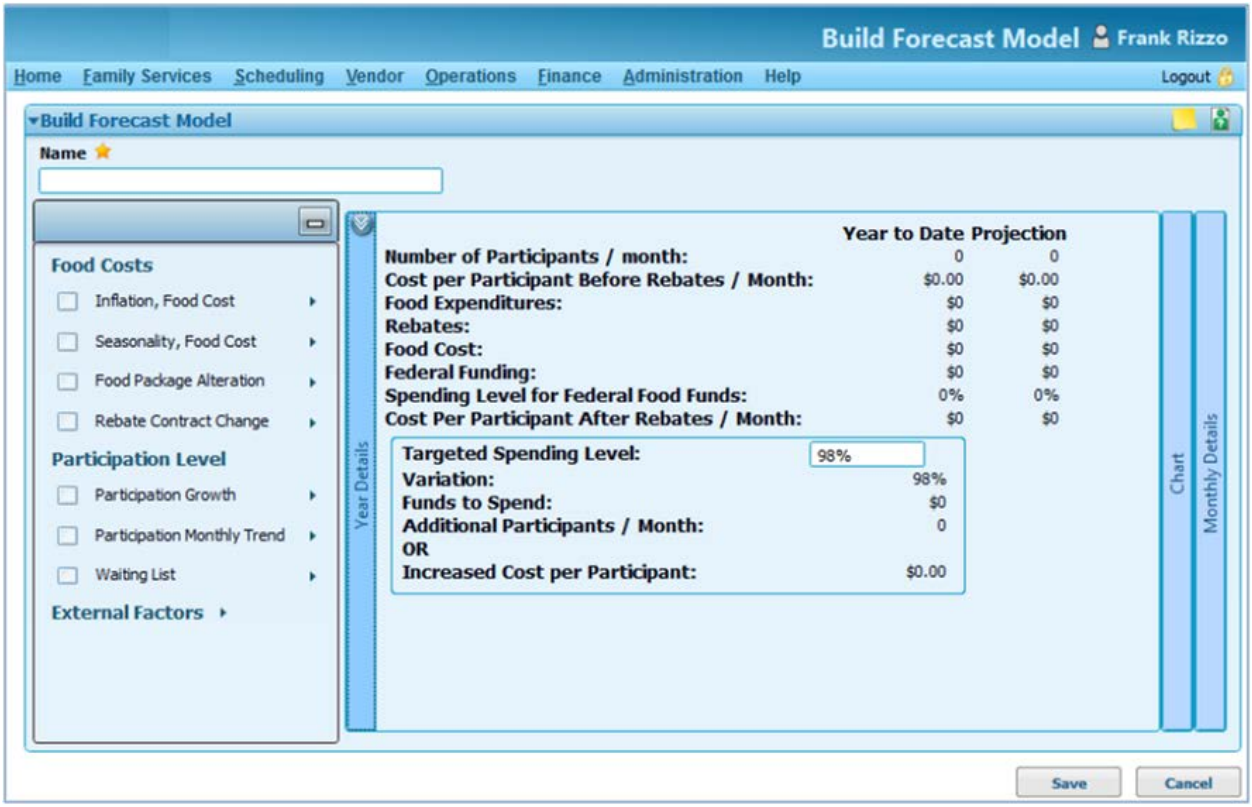
This process includes the following tasks:

Task A. Adding or Modifying a Forecast Model 6-2
Task B. Adding or Modifying Components..... 6-6
Task C. Adding or Modifying an Inflation, Food Cost Forecast Component..... 6-8
Task D. Adding or Modifying a Seasonality, Food Cost Forecast Component ... 6-11
Task E. Adding or Modifying a Food Package Alteration Forecast Component . 6-13
Task F. Adding or Modifying a Rebate Contract Change Forecast Component . 6-16
Task G. Adding or Modifying a Participation Growth Forecast Component 6-20
Task H. Adding or Modifying a Participation Trend by Monthly Forecast Component 6-21
Task I. Adding or Modifying a Waiting List Forecast Component..... 6-23
Task J. Adding or Modifying an External Factors Component..... 6-25

Task A. Adding or Modifying a Forecast Model

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Projections → Define a Forecast Model**. The **Build Forecast Model** screen displays.



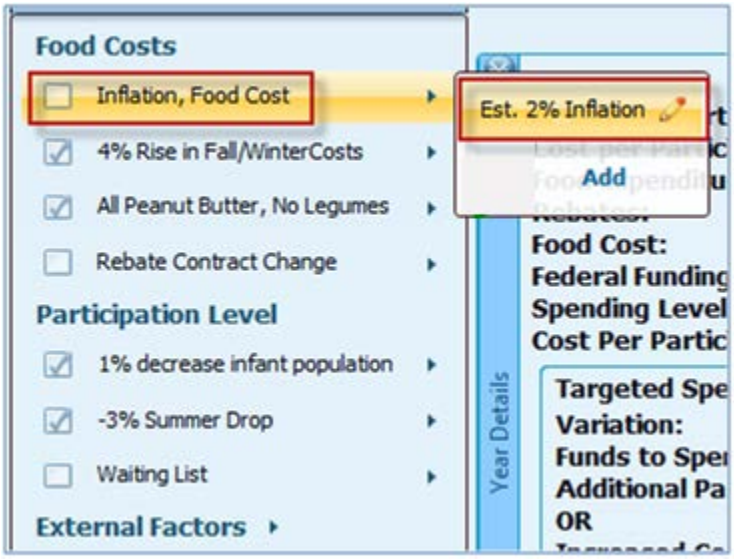
The Build Forecast Model screen can also be accessed using a different method from the Home screen. Go to Finance → Projections → Manage Forecast Model. Then, to add a new forecast model, click New. Or, to modify an existing forecast model, click the Edit button ( ) in the Forecast Models grid.

2. Enter or edit the **Name**.

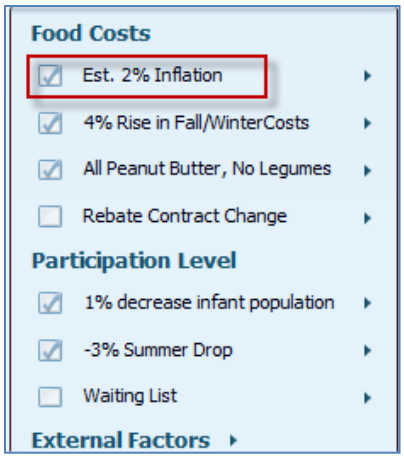
At least one forecast model must be created and identified as the FNS-798 model. Additional models can be created as necessary.

3. Assign forecast components to the forecast model as follows:

- Hover your mouse over each forecast component to display the available options.



- Click a forecast component to assign it to the forecast model. The option selected will be displayed by name and the check box will be marked.

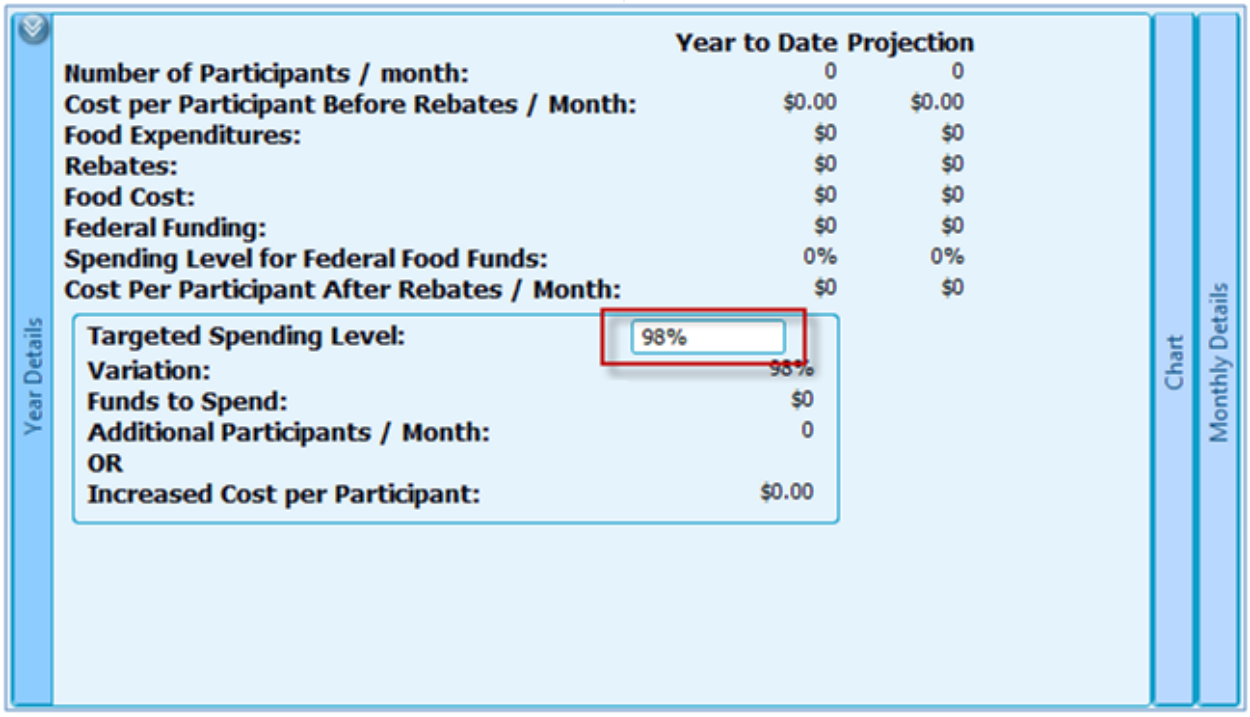


Forecast components represent environmental, operational, or policy-based factors. While an unlimited number of component options may be defined, only one of each type of component can be associated with a forecast model.

For example, multiple Inflation, Food Cost components may be defined for inflation rates (2%, 3%, 4% etc.); however, only one Inflation, Food Cost component can be assigned to a single forecast model.

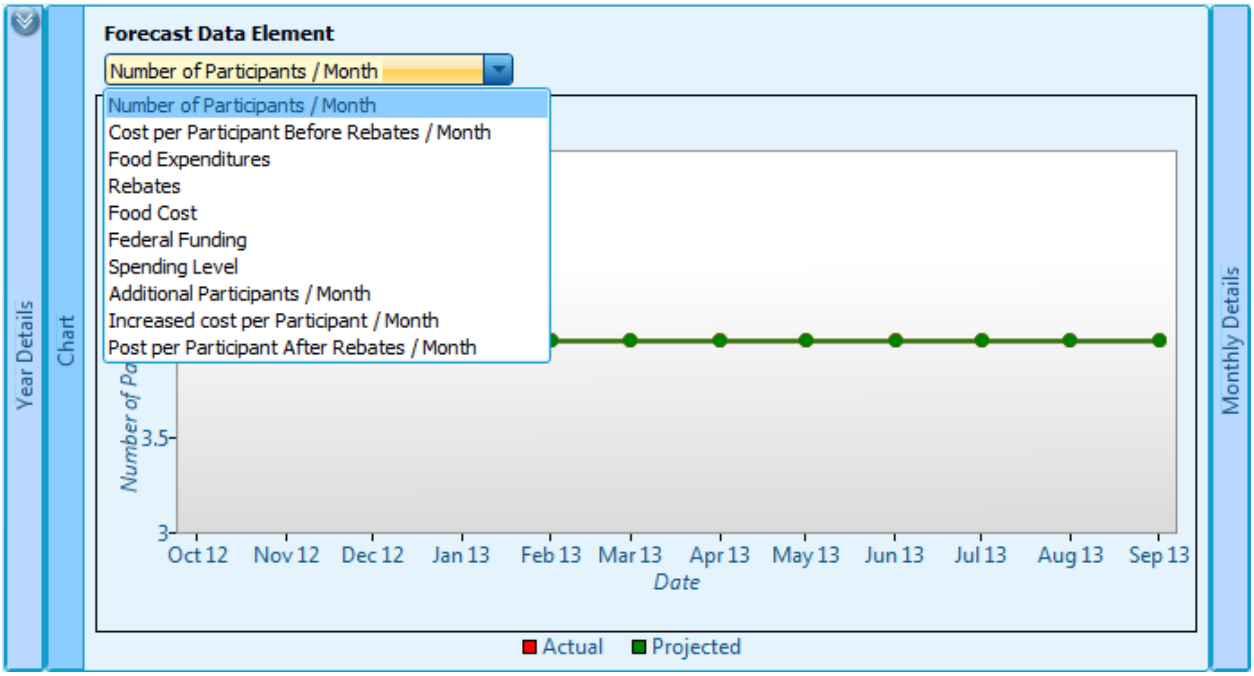
Assigning a forecast component applies its affects to the model. You can disable forecast components by hovering your mouse over the enabled component and clicking the currently selected component name. The check mark will be removed and the original component description restored. The affects of disabled components will not be applied to the forecast model.

4. On the **Year Details** panel, enter the **Targeted Spending Level** for the food fund.

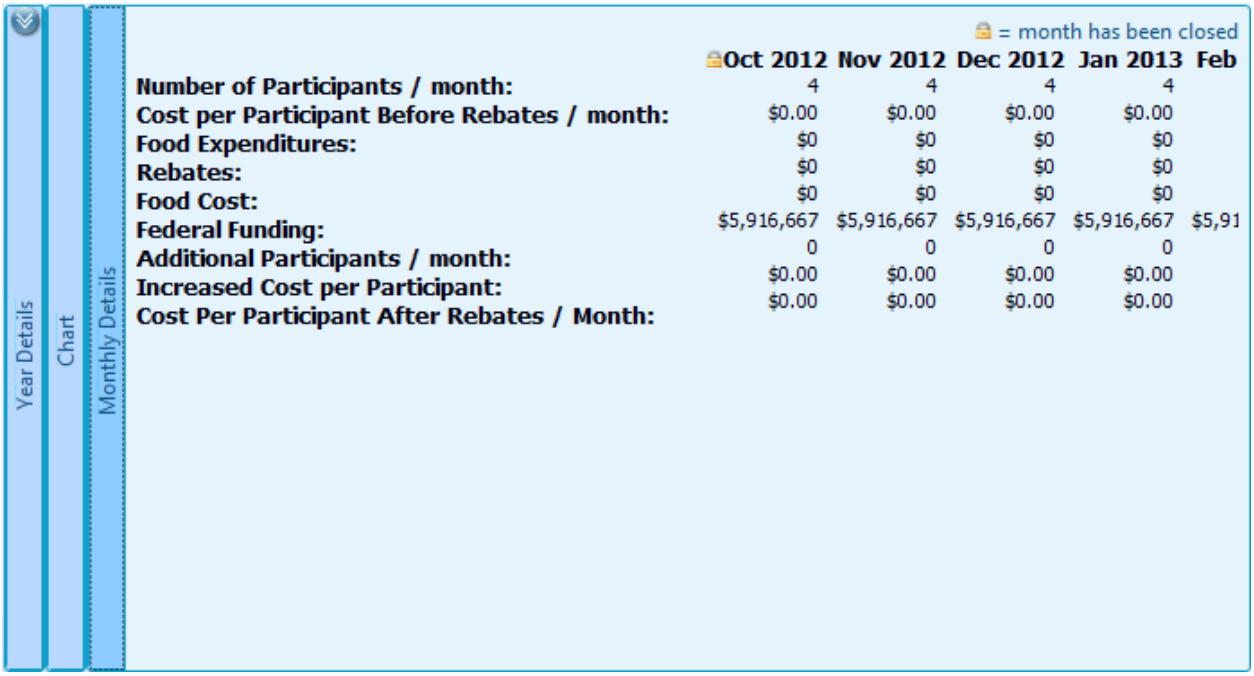

Year to Date Projection
Number of Participants / month: 0 0
Cost per Participant Before Rebates / Month: $0.00 $0.00
Food Expenditures: $0 $0
Rebates: $0 $0
Food Cost: $0 $0
Federal Funding: $0 $0
Spending Level for Federal Food Funds: 0% 0%
Cost Per Participant After Rebates / Month: $0 $0
Targeted Spending Level: 98%
Variation: 98%
Funds to Spend: $0
Additional Participants / Month: 0
OR
Increased Cost per Participant: $0.00
Year Details
Chart
Monthly Details

The affects of the forecast components are summarized on three panels: Year Details, Chart, and Monthly Details.

5. Click the **Chart** panel to view a graphical summary for each data element.
    - Select a **Forecast Data Element** to display a different chart.



6. Click the **Monthly Details** panel to view the actual and projected values in a month-by-month grid.

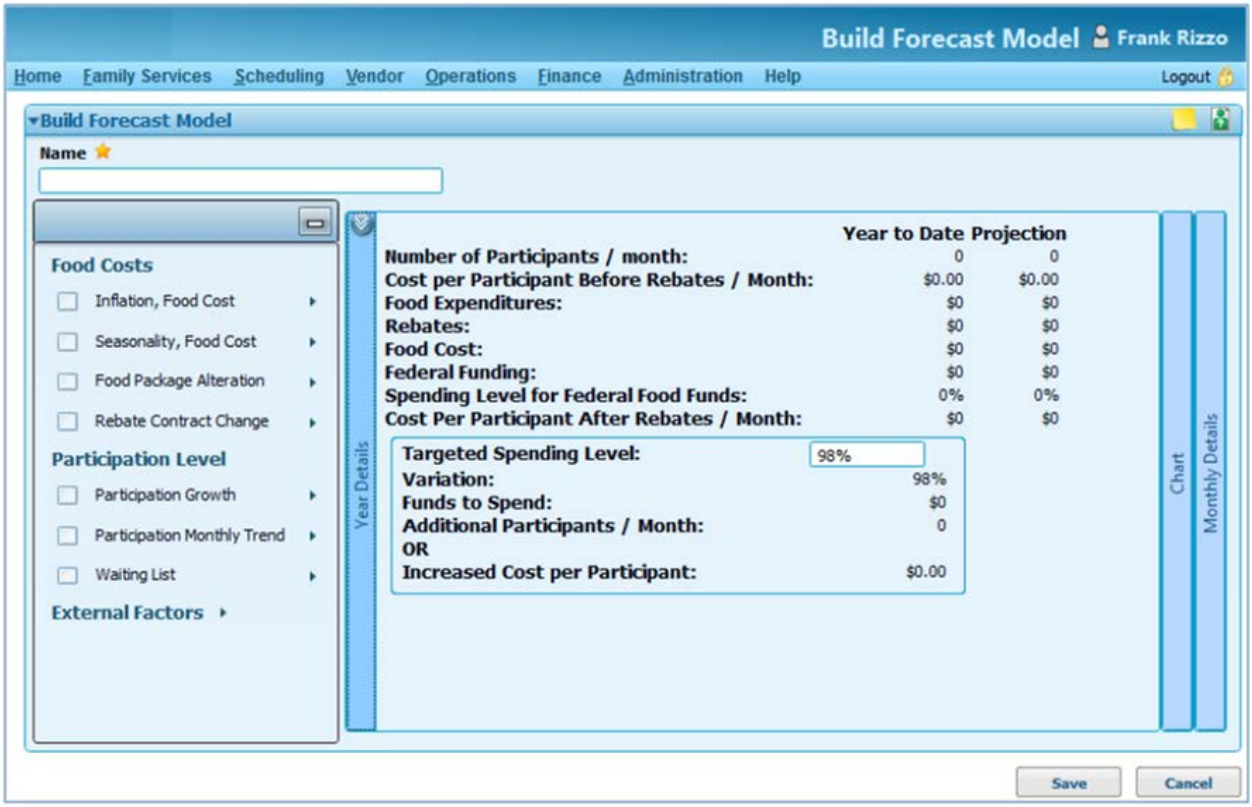


7. Click **Save**. A status message displays.

Task B. Adding or Modifying Components

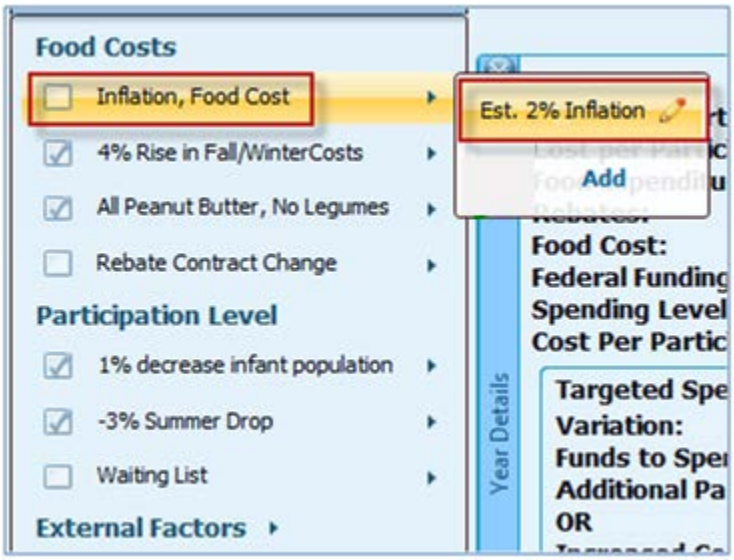
Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Projections → Define a Forecast Model**. The **Build Forecast Model** screen displays.



The Build Forecast Model screen can also be accessed using a different method from the Home screen. Go to Finance → Projections → Manage Forecast Model. Then, to add a new forecast model, click New. Or, to modify an existing forecast model, click the Edit button ( ) in the Forecast Models grid.

2. Hover your mouse over one of the forecast components (Inflation, Food Cost; Seasonality, Food Cost; Food Package Alteration; Rebate Contract Change; Participation Growth; Participation Monthly Trend; or Waiting List) to display the available options.
   - To add a new forecast component, click **Add**. The **Define Forecast Component** screen displays.
   - To modify an existing forecast component, click the **Edit** button ( ). The **Define Forecast Component** screen displays with settings defined for the selected component.



The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model screen.

The Define Forecast Component screen displays with settings defined for the selected component.

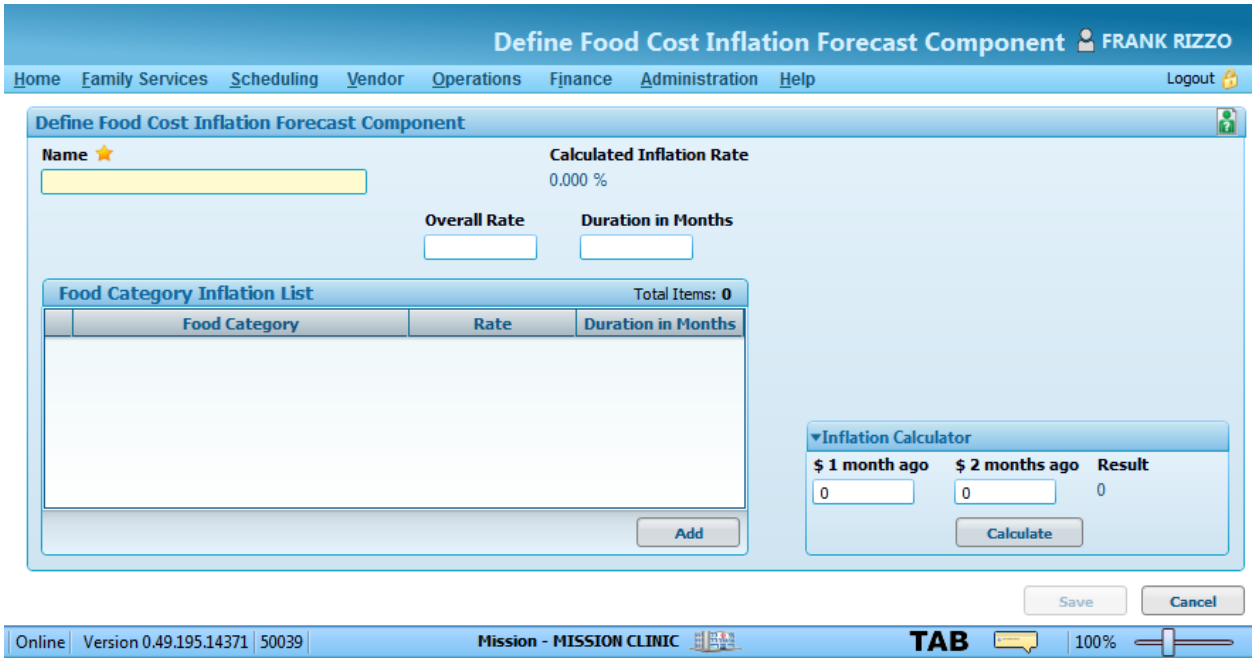
The Define Forecast Component screen can also be accessed using a different method from the Build Forecast Model screen. Double-click on one of the forecast components (Inflation, Food Cost; Seasonality, Food Cost; Food Package Alteration; Rebate Contract Change; Participation Growth; Participation Monthly Trend; or Waiting List). Then, to add a new forecast component, click Add New; or, to modify an existing forecast component, click the Edit button ( ).

Task C. Adding or Modifying an Inflation, Food Cost Forecast Component

Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the Inflation, Food Cost component. The **Define Food Cost Inflation Forecast Component** screen displays.

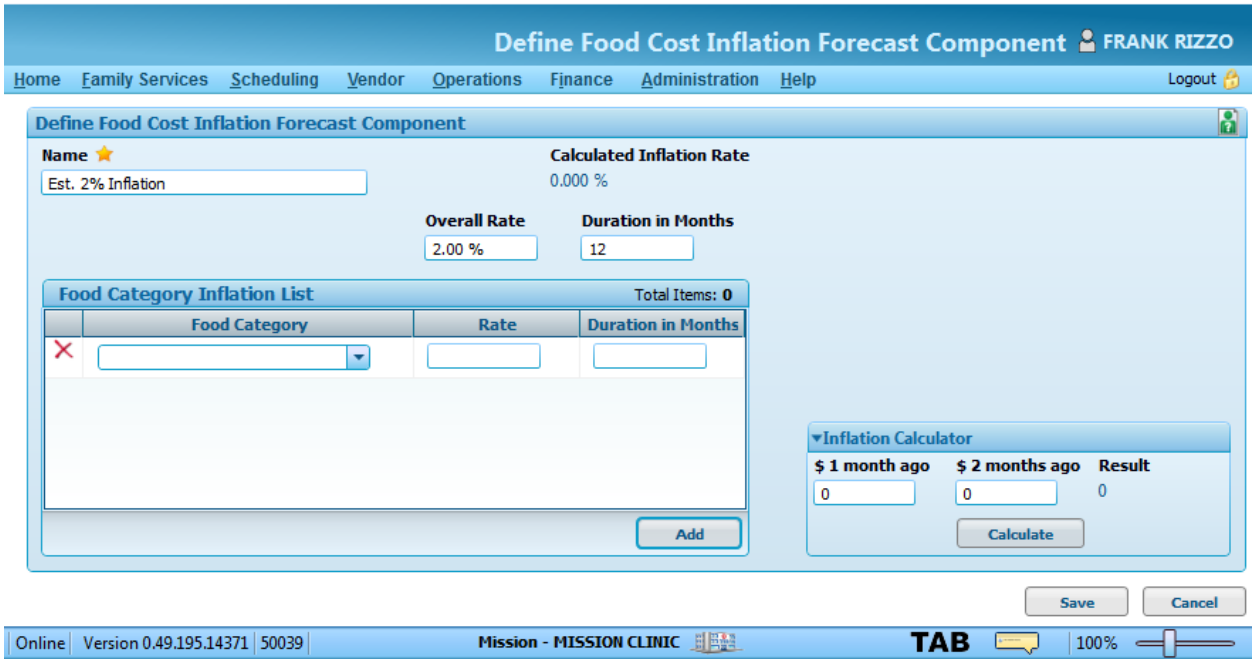
The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen allows for a percent-based increase (or decrease) in one or more food category items over a period of time.



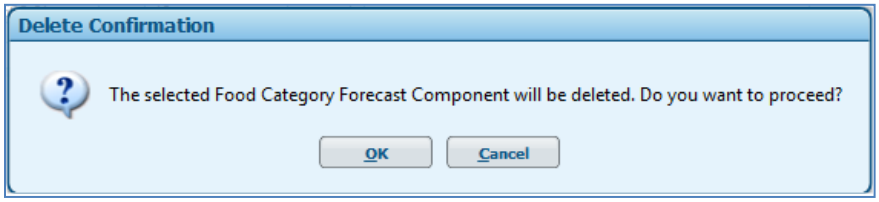
2. Enter or edit the **Name**.

This Name will be available for assignment to the forecast model on the Build Forecast Model screen.

3. Enter or edit the **Overall Rate**.
4. Enter or edit the **Duration in Months**.
5. Click **Add** to add a new food category inflation item. A blank line will be added to the grid.

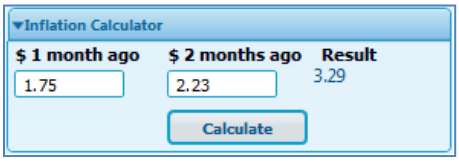


6. In the grid, enter the food category inflation item details as follows:
   - Select a **Food Category** for the new inflation item.
   - Enter the **Rate**.
   - Enter the **Duration in Months**.
7. Delete an item in the grid as follows:
   - Click the **Delete** button (✕) beside a row. The **Delete Confirmation** screen displays.



- Click **OK**. The item will be removed from the grid.

8. Calculate the inflation rate as follows:
   - Enter the item price **$ 1 month ago**.
   - Enter the item price **$ 2 months ago**.
   - Click **Calculate**. The **Result** will be calculated.



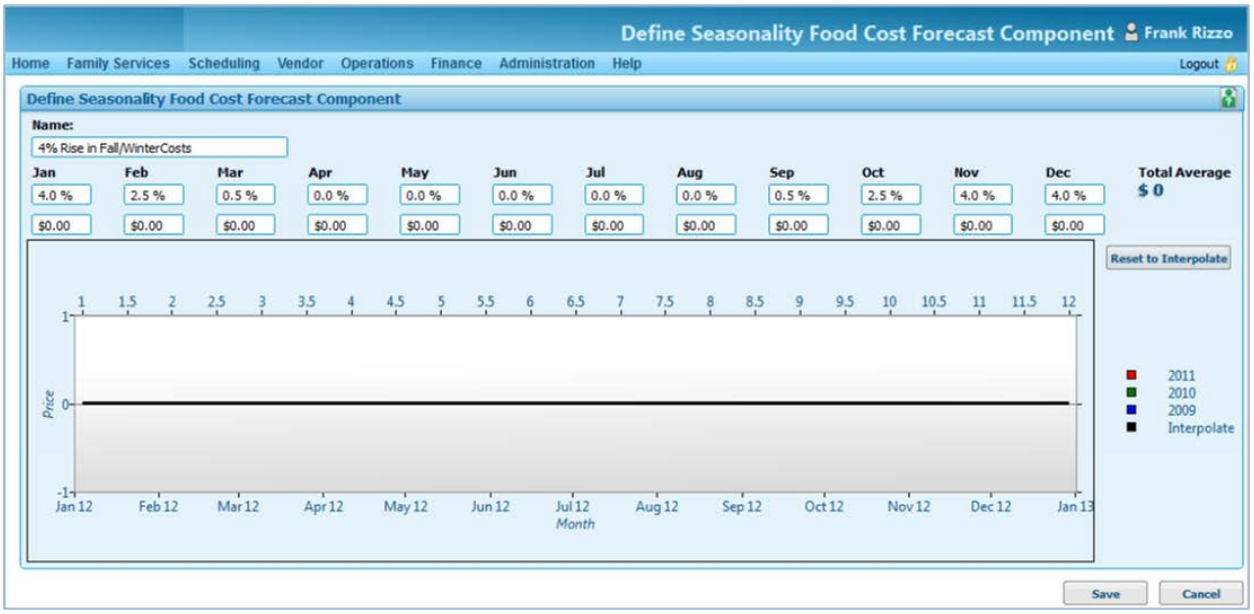
9. Click **Save**. A status message displays.

Task D. Adding or Modifying a Seasonality, Food Cost Forecast Component

Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the Seasonality, Food Cost component. The **Define Seasonality Food Cost Forecast Component** screen displays.

The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen is used to define a seasonal change to program food costs. The seasonal food cost change may be an increase or decrease and may affect multiple months within the fiscal year.



2. Enter or edit the **Name**.

This Name will be available for assignment to the forecast model on the Build Forecast Model screen.

3. Enter or edit the monthly percentages and dollar amounts for food costs.

The percentage values represent the percent increase or decrease over the prior month's food package cost. Percentages will be applied to the month for which they are entered. If a percentage is entered, the corresponding dollar amount will be automatically updated.

The dollar amount values represent the monetary increase or decrease over the prior month's food package cost. Dollar amounts will be applied to the month for which they are entered. If a dollar amount is entered, the corresponding percentage will be automatically updated.

4. Click **Reset to Interpolate** to clear the entered percentages and dollar amounts and replace them with values representing the mathematical average of the past three years. These values are represented by the "interpolated" graph line.

The graphical display contains a "current year" graph line, representing the food package cost for the current year based on the percentages or monetary adjustments entered on the screen. The "prior year" graph line represents the food package costs for the prior year. The "2-years ago" graph line represents the food package costs for two years ago. The "interpolated" graph line represents the mathematical average for all three years of food package cost data.

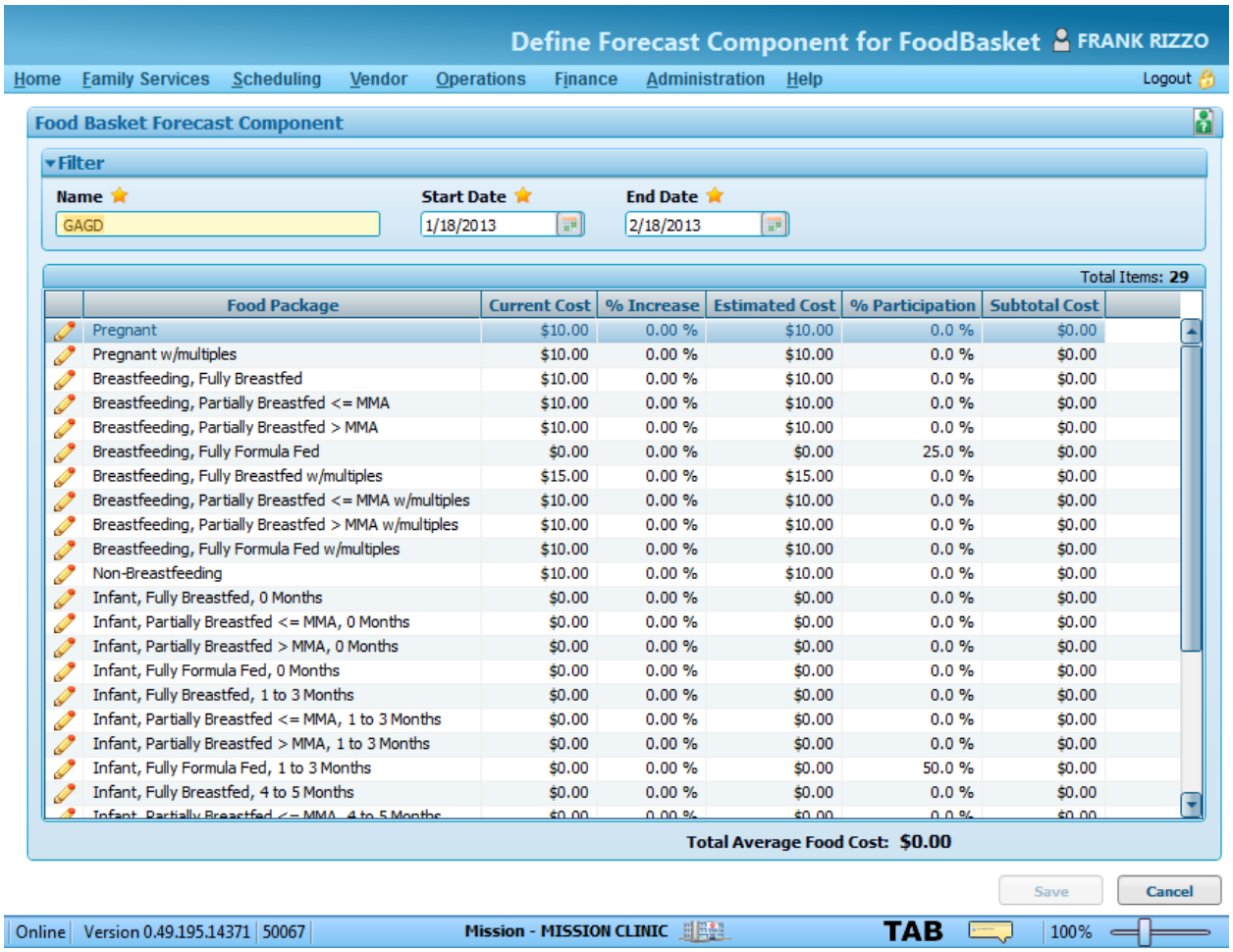
5. Click **Save**. A status message displays.

Task E. Adding or Modifying a Food Package Alteration Forecast Component

Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the Food Package Alteration component. The **Define Forecast Component for FoodBasket** screen displays.

The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen is used to modify a standard food package in order to assess its impact on food costs.



2. Under **Filter**, complete the following:

   - Enter or edit the **Name**.

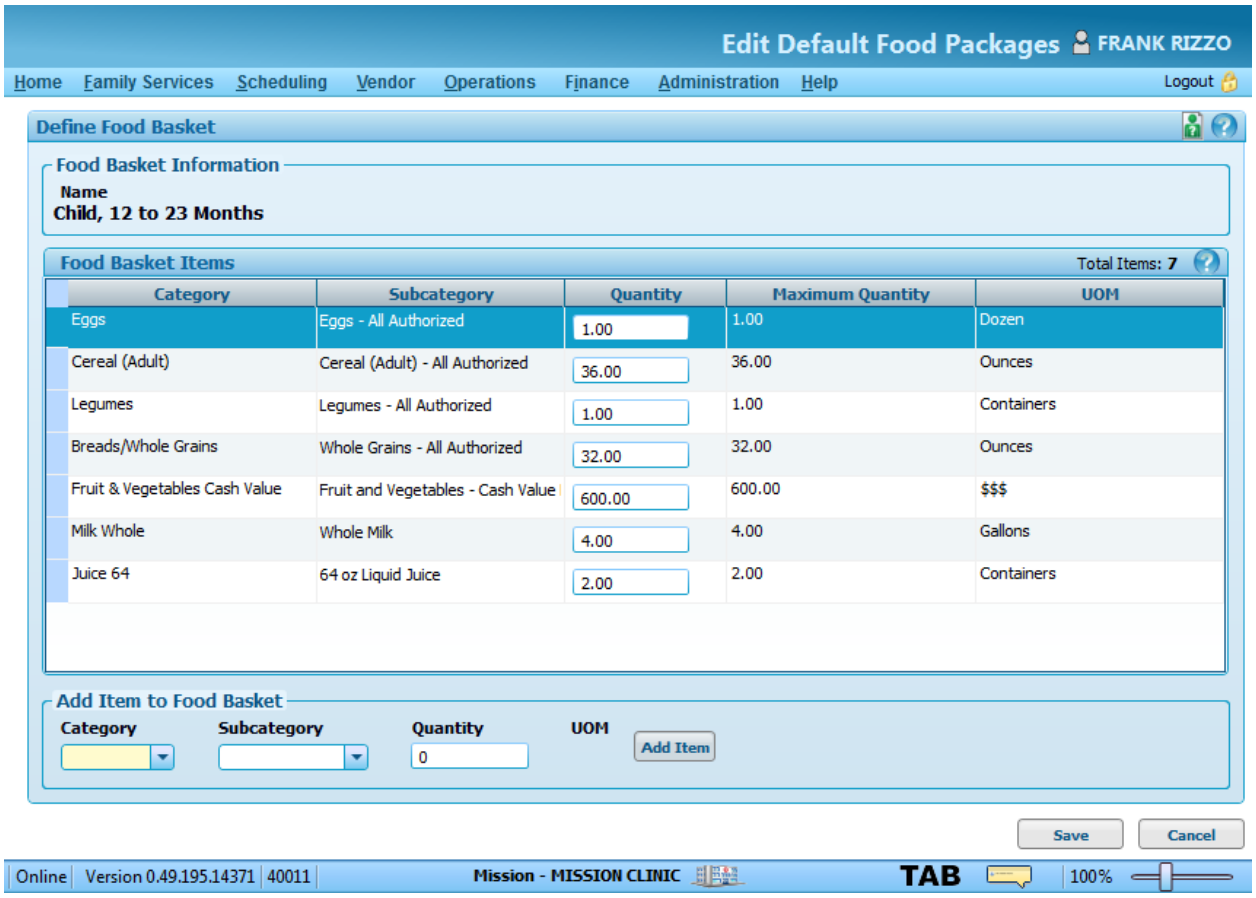
This Name will be available for assignment to the forecast model on the Build Forecast Model screen.

- Enter or select the **Start Date**. This date will be applied to the food packages in the grid.
- Enter or select the **End Date**. This date will be applied to the food packages in the grid.

Click a column header to sort the items in the grid.

Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

3. To edit food packages in the grid, click the **Edit** button ( ). The **Edit Default Food Packages** screen displays.



4. Under **Food Basket Items**, modify the items in the food package as follows:

- Select the **Subcategory**.
- Enter or edit the **Quantity**.

The Category, Maximum Quantity, and UOM cannot be modified.

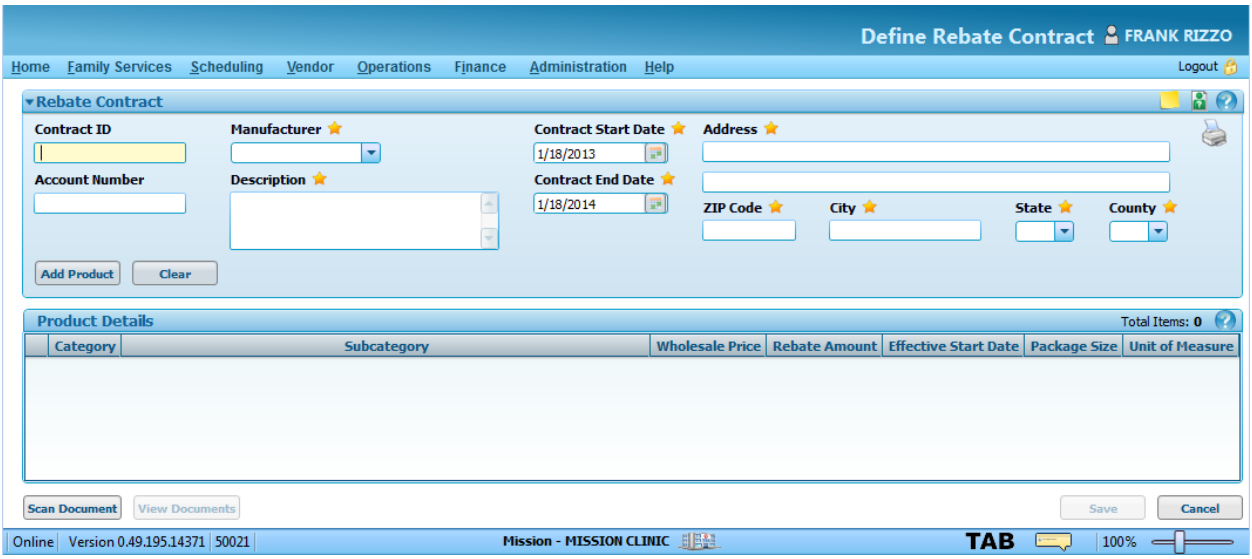
5. Under **Add Item to Food Basket**, add additional items to the food package as follows:
    - Select the **Category**.
    - Select the **Subcategory**
    - Enter the **Quantity**.
    - Click **Add Item**.
6. Click **Save**. A status message displays.

Task F. Adding or Modifying a Rebate Contract Change Forecast Component

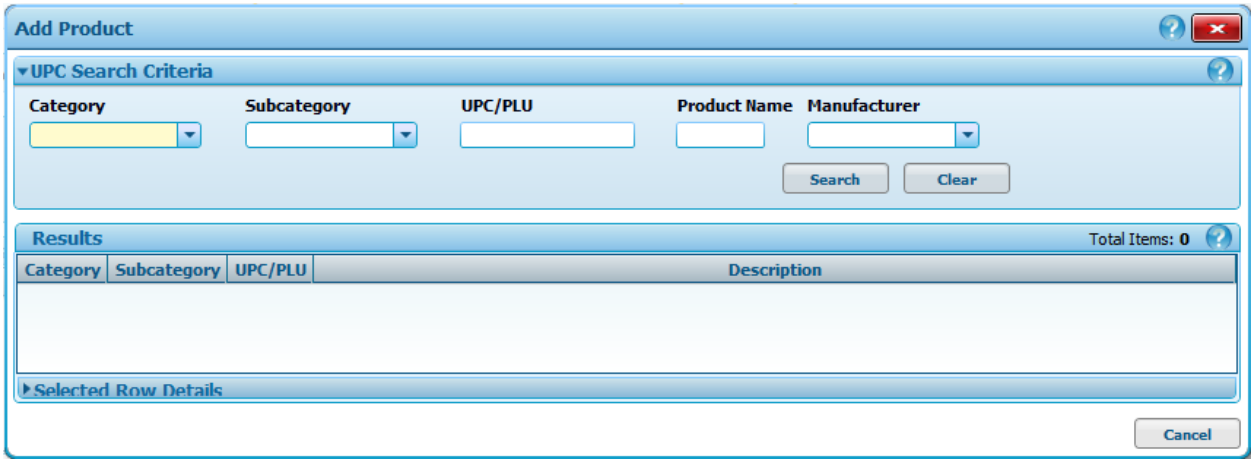
Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the Rebate Contract Change component. The **Define Rebate Contract** screen displays.

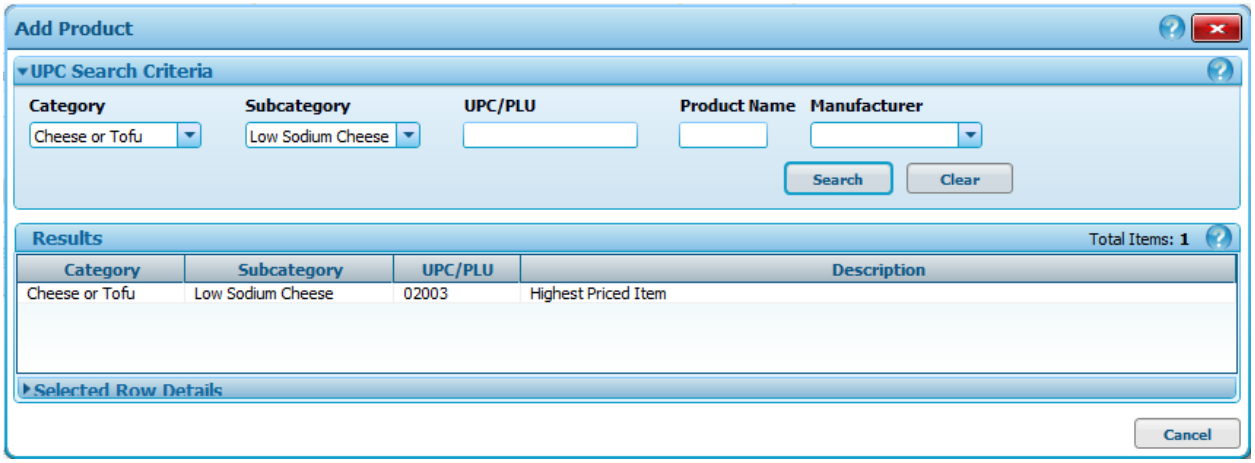
The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen is used to define a potential rebate contract to determine how the contract will affect food costs and revenue.



2. Under **Rebate Contract**, enter or edit the rebate contract details as follows:
    - Enter or edit the **Contract ID**.
    - Select the **Manufacturer**.
    - Enter or edit the **Account Number**.
    - Enter or edit the **Description**.
    - Enter or select the **Contract Start Date**.
    - Enter or select the **Contract End Date**.
    - Enter or edit the **Address**.
    - Enter or edit the **ZIP Code**.
    - Enter or edit the **City**.
    - Select the **State**.
    - Select the **County**.
3. Click **Add Product** to add a product to the rebate contract. The **Add Product** screen displays.



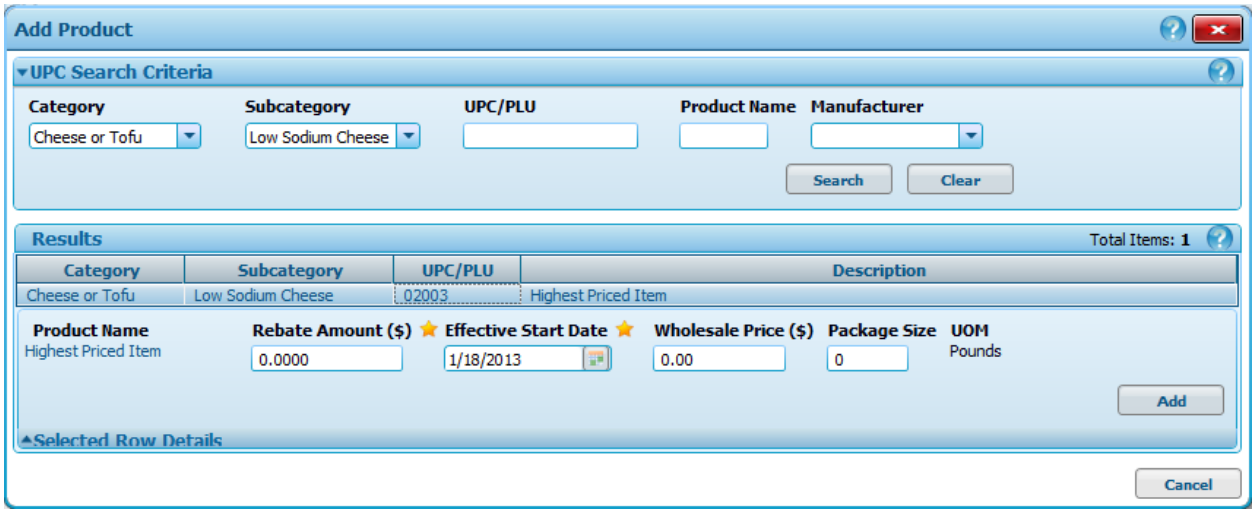
4. Under **UPC Search Criteria**, enter or select the desired search criteria.
5. Click **Search**. The screen is refreshed and displays the results in the **Results** grid.



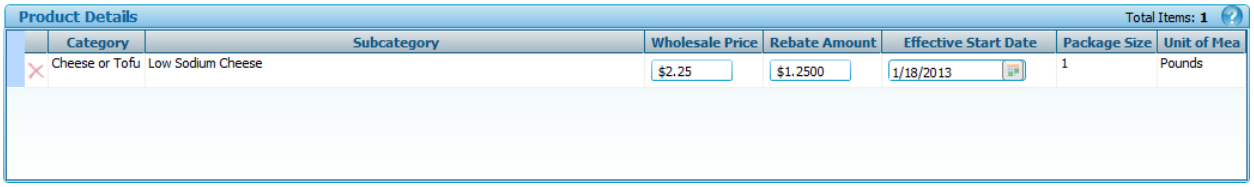
Click a column header to sort the results in the grid.

Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

6. Click a row in the **Results** grid to select a product, then click **Selected Row Details** to view it or make modifications.



7. In the **Selected Row Details**, make modifications as follows:
   - Enter or edit the **Rebate Amount**.
   - Enter or select the **Effective Start Date**.
   - Enter or edit the **Wholesale Price ($)**.
   - Enter or edit the **Rebate Calculation** (in a non EBT state configuration).
   - Enter or edit the **Package Size**.
8. Click **Add**. The product will be added to the **Define Rebate Contract** screen under **Product Details**.



9. To delete a product from the rebate contract, click the **Delete** button (✕) beside a row in the **Product Details** grid. The product is deleted from the grid with no further prompting.

To scan documents for this rebate contract, click Scan Document. The Scan Documents screen displays. Note that a document scanner must be connected in order to utilize this function.

If documents have previously been scanned, click View Documents. The Scan Documents screen displays.

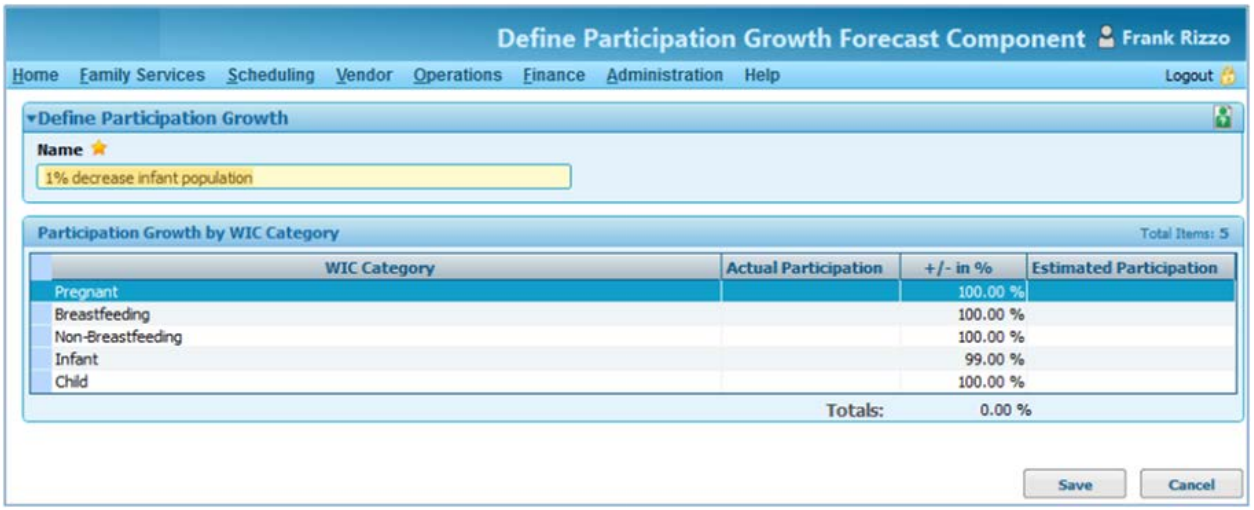
10. Click **Save**. A status message displays.

Task G. Adding or Modifying a Participation Growth Forecast Component

Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the Participation Growth component. The **Define Participation Growth Forecast Component** screen displays.

The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen is used to define a forecast component that addresses participant growth (or negative growth).



2. Enter or edit the **Name**.

This Name will be available for assignment to the forecast model on the Build Forecast Model screen.

3. For each WIC category, modify the **+/- in %** value as needed. This represents the outlook for participation growth.

The Actual Participation and Estimated Participation values cannot be modified.

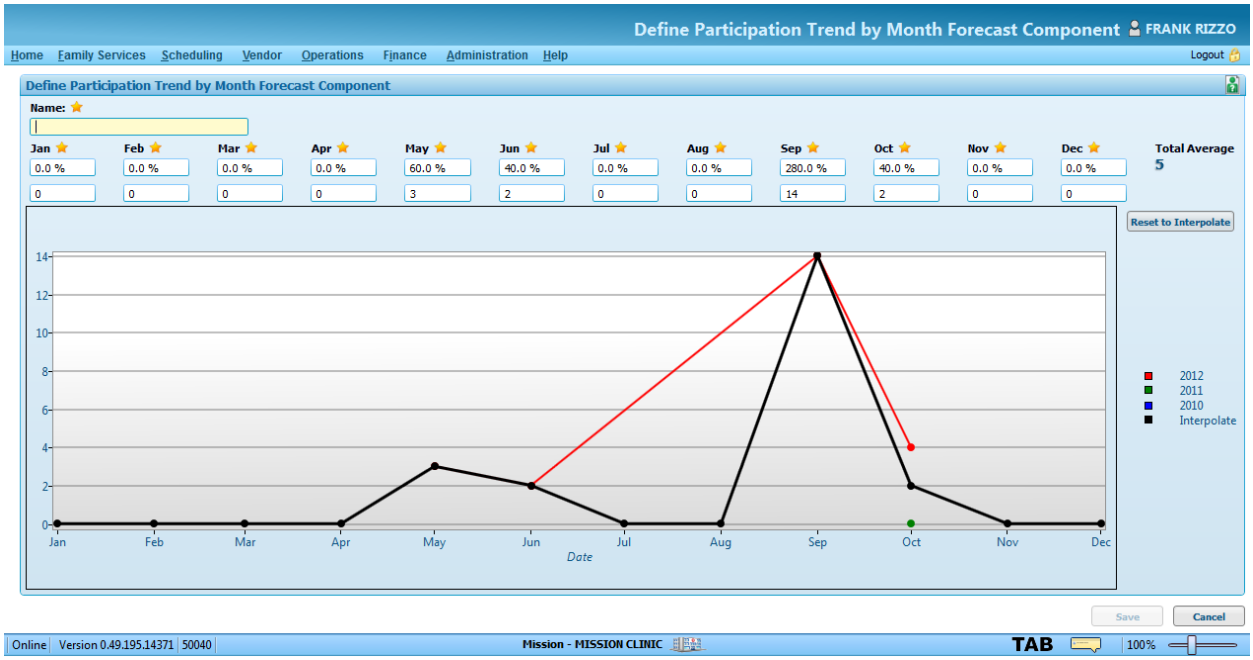
4. Click **Save**. A status message displays.

Task H. Adding or Modifying a Participation Trend by Monthly Forecast Component

Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the Participation Monthly Trend component. The **Define Participation Trend by Month Forecast Component** screen displays.

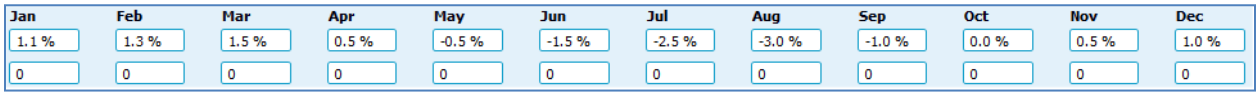
The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen is used to address monthly changes in participation. This may be used to introduce a "participant seasonality" effect.



2. Enter or edit the **Name**.

This Name will be available for assignment to the forecast model on the Build Forecast Model screen.

3. Enter or edit the monthly percentages and participation values.



The percentage values represent the percent increase or decrease by which the participation is expected to rise or fall. Percentages will be applied to the month for which they are entered. If a percentage is entered, the corresponding participation count will be automatically updated.

The participation count values represent the increase or decrease by which the number of participants is expected to rise or fall. Participation counts will be applied to the month for which they are entered. If a participation count is entered, the corresponding percentage will be automatically updated.

4. Click **Reset to Interpolate** to clear the entered percentages and participation counts and replace them with values representing the mathematical average of the past three years. These values are represented by the "interpolated" graph line.

The graphical display contains a "current year" graph line, representing the participation for the current year based on the percentages or participation counts entered on the screen. The "prior year" graph line represents the participation for the prior year. The "2-years ago" graph line represents the participation for two years ago. The "interpolated" graph line represents the mathematical average for all three years of participation data.

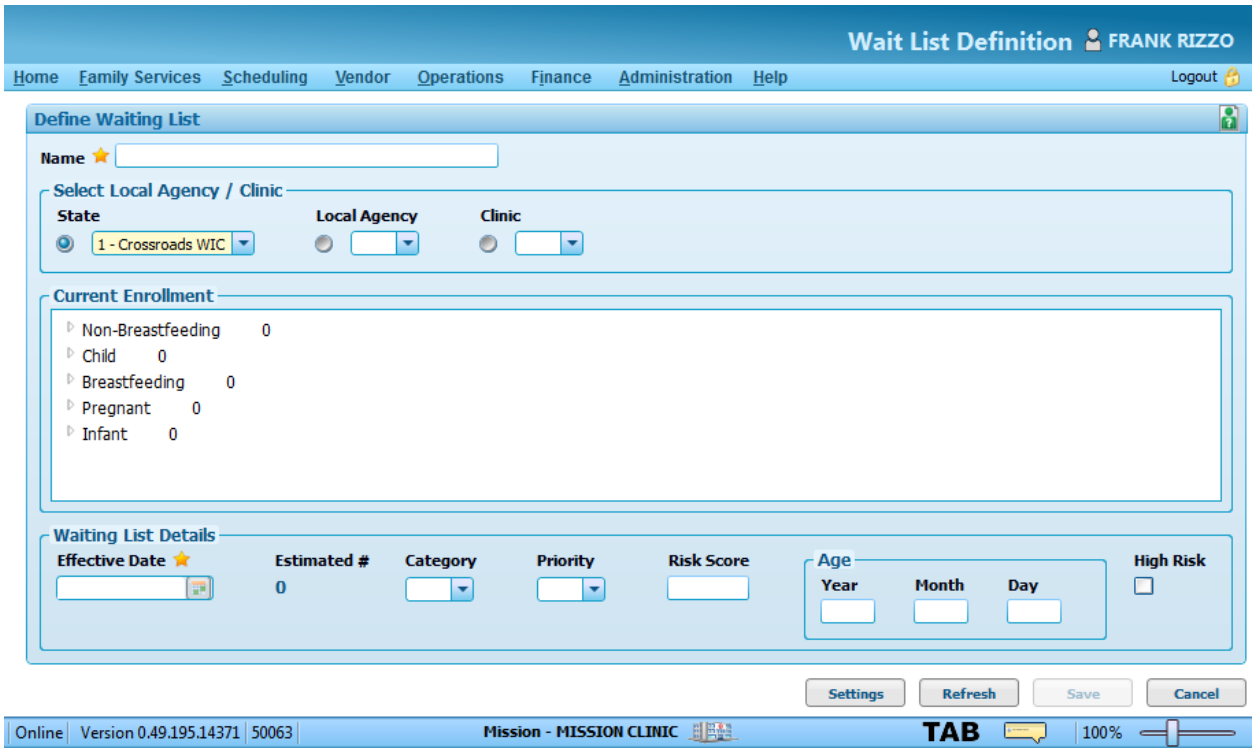
5. Click **Save**. A status message displays.

Task I. Adding or Modifying a Waiting List Forecast Component

Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the Waiting List component. The **Wait List Definition** screen displays.

The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen is used to model the affects of implementing a waiting list within the state.



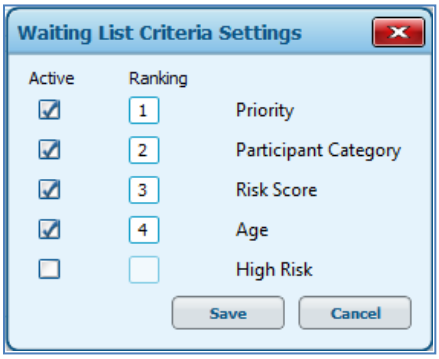
2. Enter or edit the **Name**.

This Name will be available for assignment to the forecast model on the Build Forecast Model screen.

3. Under **Select Local Agency/Clinic**, select the **State**, **Local Agency**, and **Clinic**.
4. Click **Refresh**. The **Current Enrollment** for the selected **State**, **Local Agency**, and **Clinic** will be displayed.
5. Under **Current Enrollment**, click the expand/collapse arrows to display enrollment by WIC Category, Priority, Risk Score, and Age groups.

The Current Enrollment demonstrates the number of participants that may be affected if the waitlist definition is implemented.

6. Click **Settings**. The **Waiting List Criteria Settings** screen displays.



7. Enter or edit the criteria settings as follows:
   - Check the **Active** box to enable a waiting list criterion.
   - If a criterion is active, enter or edit the **Ranking**.

The Waiting List Criteria Settings screen allows activation and assignment of ranking to the waitlist criteria. When active, the criteria are considered when determining if an applicant should be waitlisted.

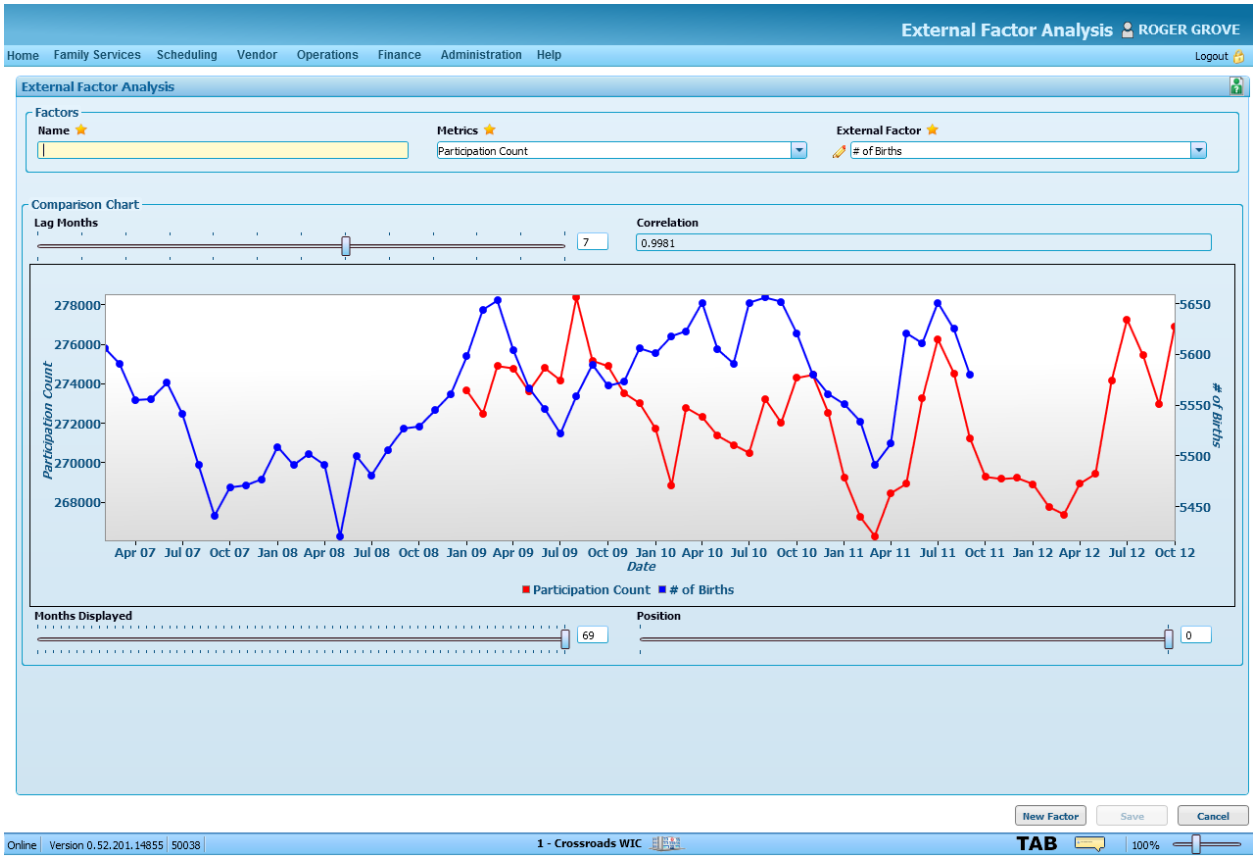
8. Click **Save**. A status message displays.
9. Under **Waiting List Details**, enter or edit details as follows:
   - Enter or select the **Effective Date**.
   - Select the WIC **Category**.
   - Select the **Priority** level.
   - Enter or edit the **Risk Score**.
   - Under Age, enter or edit the **Year**.
   - Under Age, enter or edit the **Month**.
   - Under Age, enter or edit the **Day**.
   - Check the **High Risk** box, as needed.
10. Click **Save**. A status message displays.

Task J. Adding or Modifying an External Factors Component

Complete the following steps to perform this task:

1. Access the **Define Forecast Component** screen for the External Factors component. The **External Factors** screen displays. Multiple external factors can be used in a forecast model.

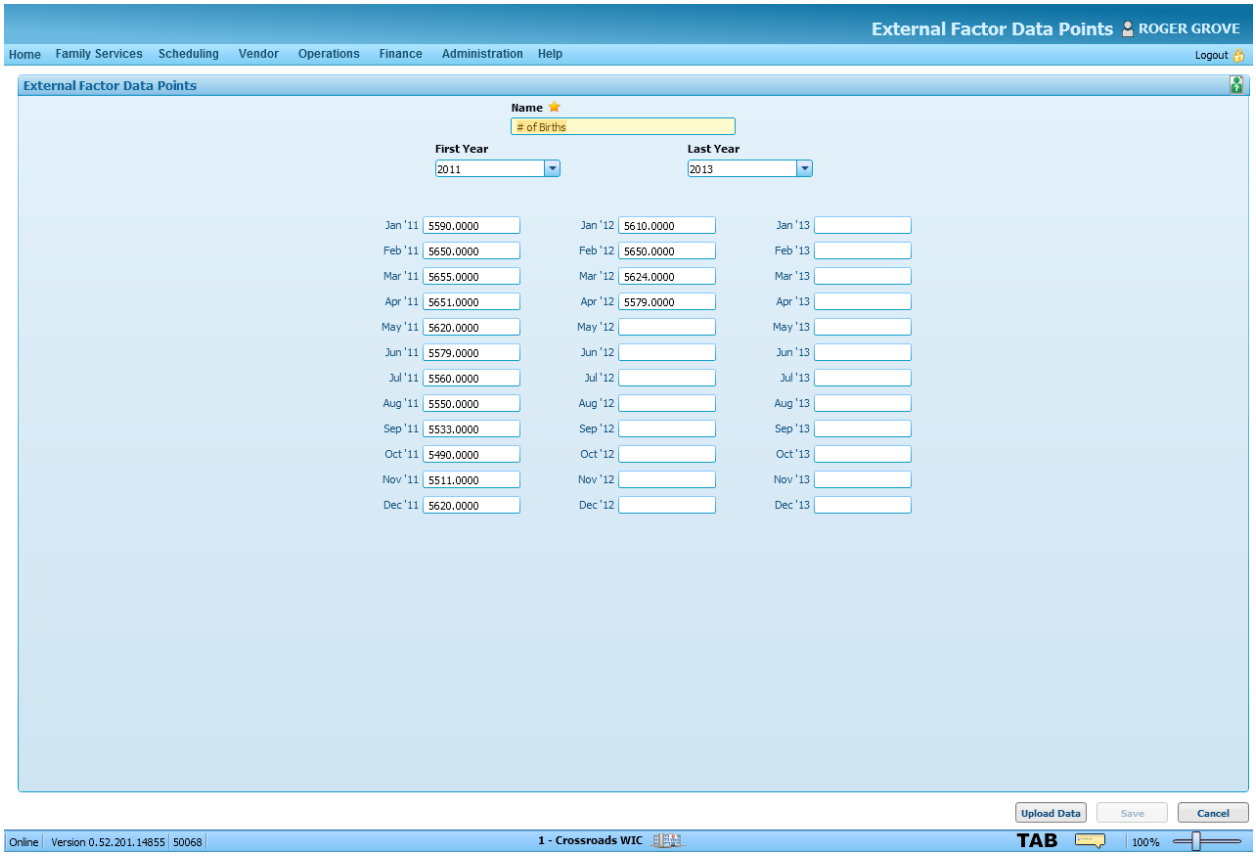
The Define Forecast Component screen that displays is specific to the component type selected on the Build Forecast Model or Maintain Forecast Components screens. This screen is used to model the affects of implementing external factors within the state.



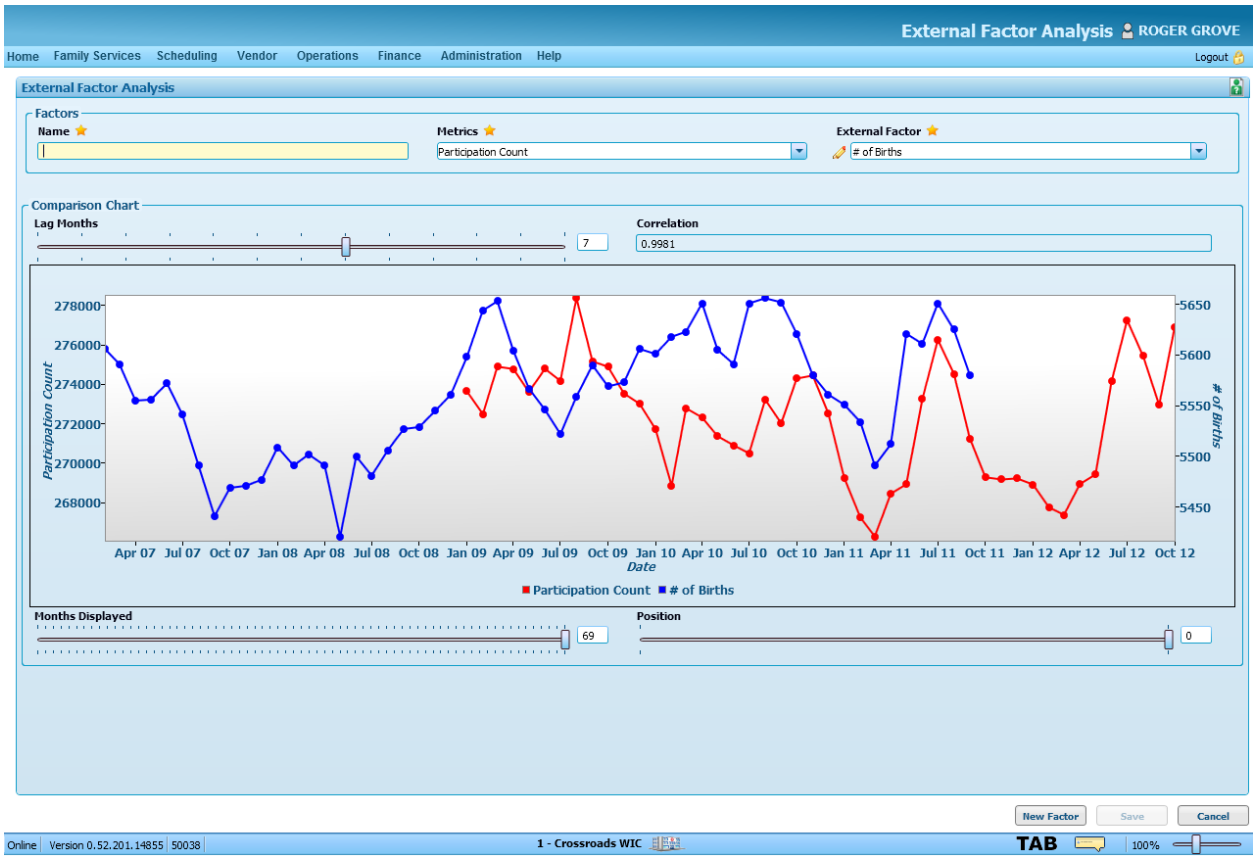
2. Enter or edit the **Name**.

This Name will be available for assignment to the forecast model on the Build Forecast Model screen.

3. Under **Metrics**, select **Participation Count** or **Average Food Cost**.
4. Under **External Factor** click the edit icon. The **External Factor Data Points** screen will be displayed.



5. Enter or edit the External Factor Data Points **Name**.
6. Under **First Year**, click the expand/collapse arrows to display the years available. Selecting the first year will pre-select years two and three. Data points can be entered for three years as needed. Alternatively, the **Upload Data** button can be clicked to load data from an existing file.
7. Click **Save**. A status message displays.
8. The **External Factors** screen displays.



9. In the **Comparison Chart** the **Metrics** chosen is displayed on the left side Y Axis and the **External Factor** chosen is displayed on the right side Y axis. The months are shown on the bottom.
10. The **Lag Months** slider control is used to display the metrics over 0 to 12 months.
11. The **Correlation** value is displayed based on the metrics and data points used in the external factor.
12. The **Months Displayed** slider control is used to display the metrics and data points over a range of months.
13. The **Position** slider control is used to display the graph over a period of months.
14. Click **Save** when an **External Factor Analysis** is completed for the forecast model.

Congratulations!

You have successfully completed the **Define a Forecast Model** process.

Manage Forecast Model

The **Projections** menu allows you to create and maintain a forecast model to project the effects of environmental, operational, or policy changes upon costs and participation. This forecast model is used in the generation of the FNS-798 report. You can then use this menu to compare various forecast models, analyze the cash outlook based on the forecast models, and monitor bank draw down funds.

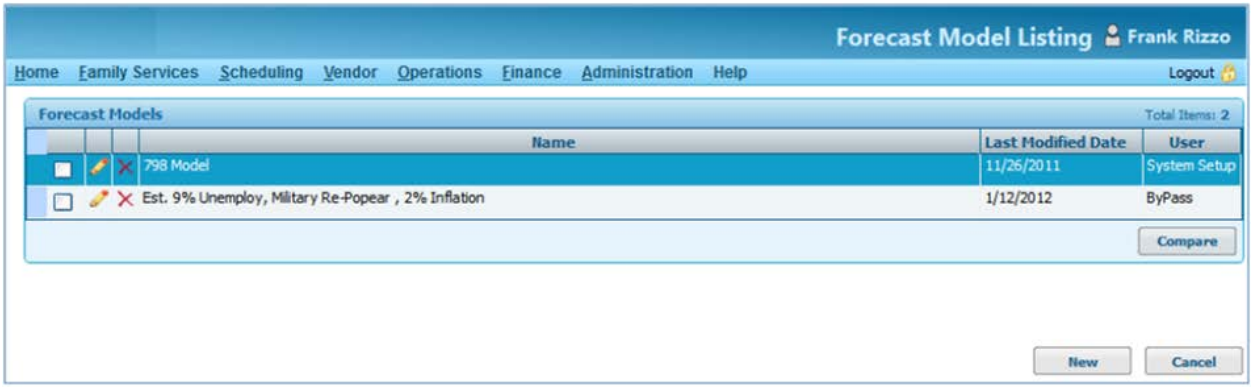
This process includes the following tasks:

Task A. Comparing Forecast Models 6-29

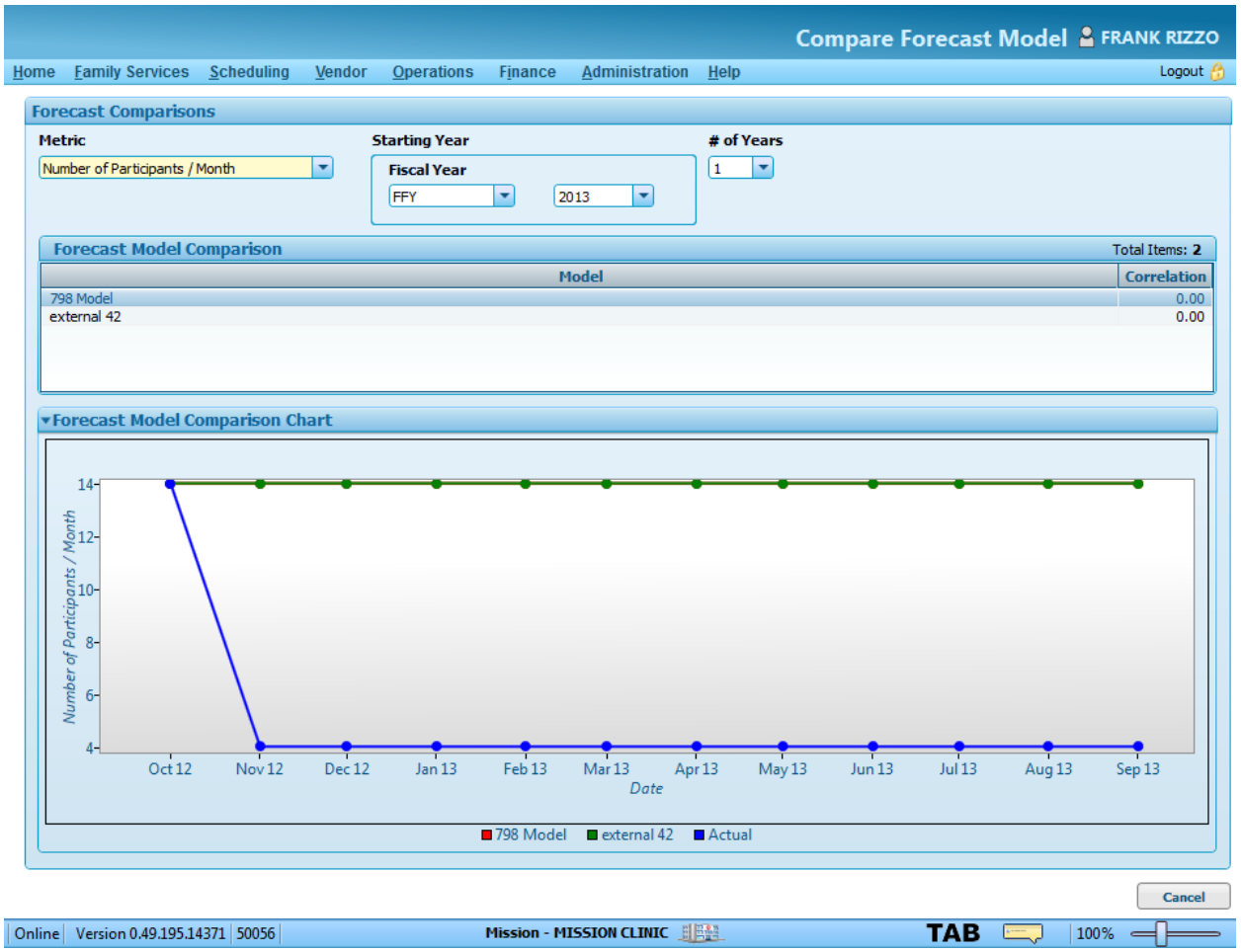
Task A. Comparing Forecast Models

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Projections → Manage Forecast Model**. The **Forecast Model Listing** screen displays.



2. Under **Forecast Models**, check the boxes to select multiple models. Then, click **Compare**. The **Compare Forecast Model** screen displays.



3. Select a **Forecast Model Comparison Chart** to view as follows:
    - Select the **Metric**.
    - Under **Starting Year**, select the **Fiscal Year** and calendar year.
    - Select the **# of Years**.

The Forecast Model Comparison Chart will be updated with a graphical display based on these settings. This is used to compare the projections of two of more forecast models.

Congratulations!

You have successfully completed the **Manage Forecast Model** process.

Analyze Cash Outlook

The **Projections** menu allows you to create and maintain a forecast model to project the effects of environmental, operational, or policy changes upon costs and participation. This forecast model is used in the generation of the FNS-798 report. You can then use this menu to compare various forecast models, analyze the cash outlook based on the forecast models, and monitor bank draw down funds.

This process includes the following tasks:

Task A. Analyzing the Cash Outlook..... 6-32

Task A. Analyzing the Cash Outlook

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Projections →Analyze Cash Outlook**. The **Cash Outlook** screen displays.

This screen is used to manage the cash book balance and determine potential future shortfalls in available cash. Participation, rebate revenue, and food cost projections are obtained from the selected forecast model. Encumbrances, reserves, and vendor collections (if any) are also considered.

2. Under **Cash Outlook**, generate a graphical representation of the cash outlook as follows:
    - Enter the **Current WIC Cash Balance**.
    - Select the **Forecast Model**.
    - Click **Generate Chart**.
3. Click and drag the **Days Displayed** slider bar to change the number of days displayed on the chart. Or, enter the number of days to be displayed in the box.
4. Expand the **Future Expense or Revenue** section to display the **Expected Date**, **Type**, and **Amount** of any future expense or revenue.

Congratulations!

You have successfully completed the **Analyze Cash Outlook** process.

Manage Bank Draw Down Funds

The **Projections** menu allows you to create and maintain a forecast model to project the effects of environmental, operational, or policy changes upon costs and participation. This forecast model is used in the generation of the FNS-798 report. You can then use this menu to compare various forecast models, analyze the cash outlook based on the forecast models, and monitor bank draw down funds.

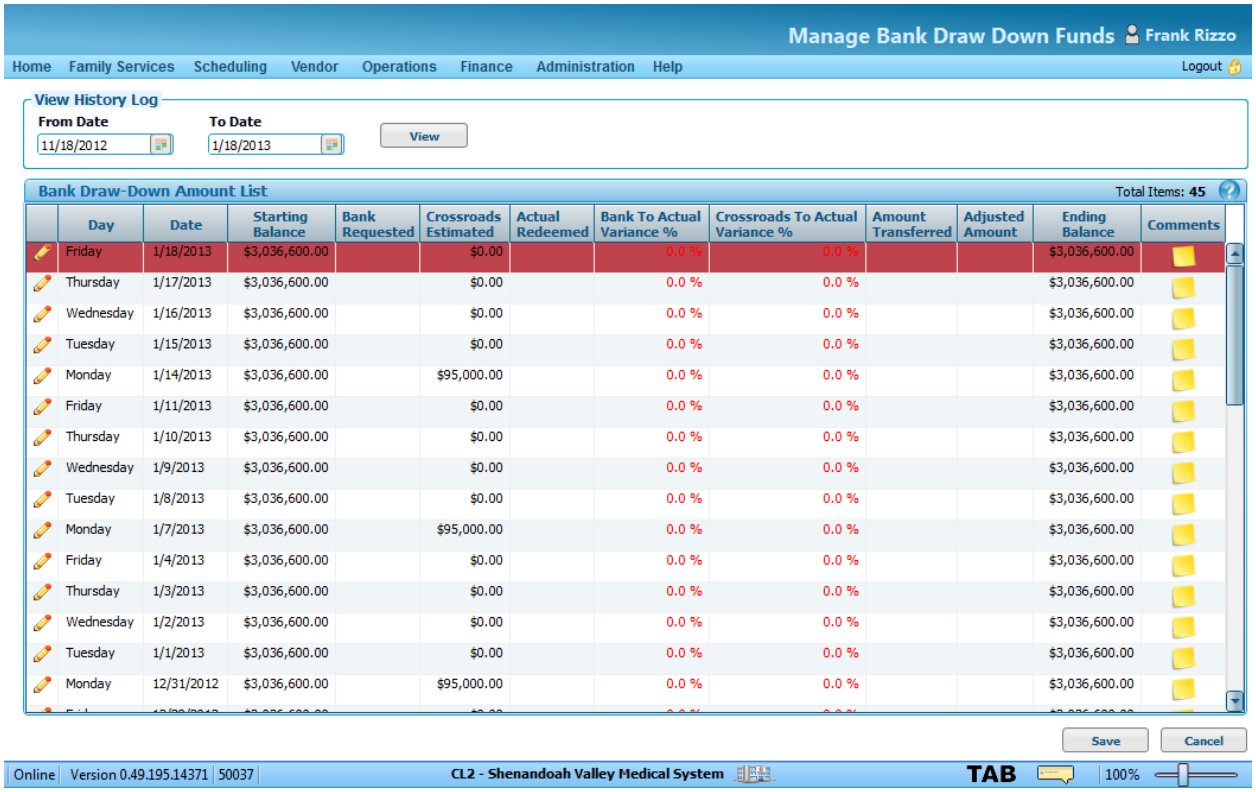
This process includes the following tasks:

Task A. Managing Bank Draw Down Funds..... 6-35

Task A. Managing Bank Draw Down Funds

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Projections → Manage Bank Draw Down Funds**. The **Manage Bank Draw Down Funds** screen displays.

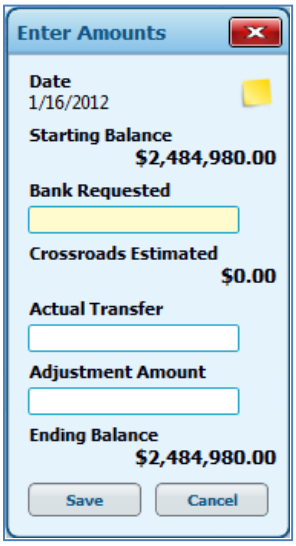


2. Under **View History Log**, limit the number of records displayed in the **Bank Draw-Down Amount List** as follows:
   - Enter or select the **From Date**.
   - Enter or select the **To Date**.
   - Click **View**. The **Bank Draw-Down Amount List** refreshes and displays only records with dates within the timeframe selected.

The Bank Draw-Down Amount List includes the Day, Date, Starting Balance, Bank Requested, Crossroads Estimated, Actual Redeemed, Bank to Actual Variance %, Crossroads to Actual Variance %, Amount Transferred, Adjusted Amount, Ending Balance, and Comments for each record listed.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

3. Click the **Edit** button ( ) beside a bank draw-down amount. The **Enter Amounts** screen displays.



4. Enter amounts as follows:
   - Enter the **Bank Requested** amount.
   - Enter the **Actual Transfer** amount.
   - Enter the **Adjustment Amount**.

The Starting Balance represents the starting balance prior to the draw-down. The Crossroads Estimated value represents the required draw-down amount as estimated by Crossroads. The Ending Balance is calculated automatically based on the Actual Transfer and Adjustment Amount values entered.

5. Click **Save**. The **Bank Draw-Down Amount List** is refreshed, displaying the amounts entered.
6. Click **Save** again on the **Manage Bank Draw Down Funds** screen. A status message displays.

Congratulations!

You have successfully completed the **Manage Bank Draw Down Funds** process.

7- BILLING

Manage EBCI Billing

The **Billing** menu allows you to manage EBCI invoices, 3rd party billing files, and 3rd party billing details. The **Manage EBCI** screen displays summary information for all generated EBCI invoices and allows a new EBCI invoice to be generated.

This process includes the following tasks:

Task A. Managing EBCI Invoices..... 7-2

Task A. Managing EBCI Invoices

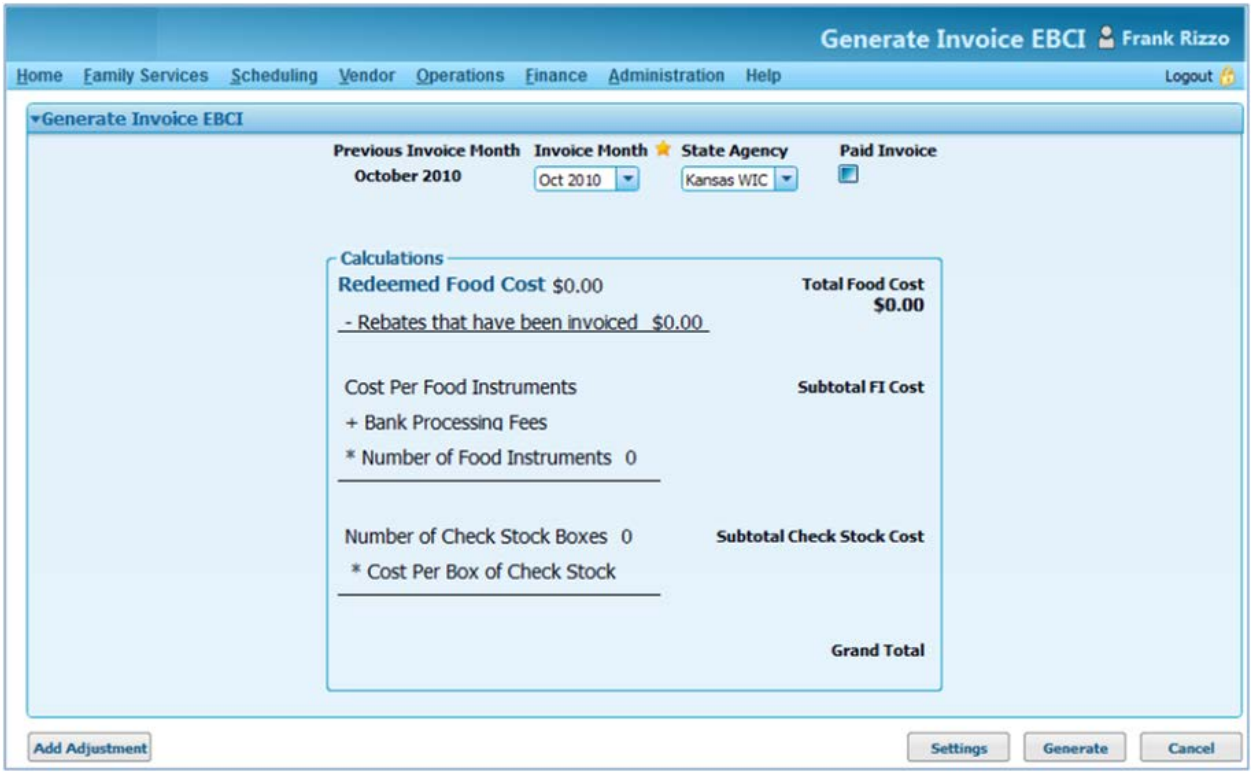
Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Billing → Manage EBCI Billing**. The **Manage EBCI** screen displays.

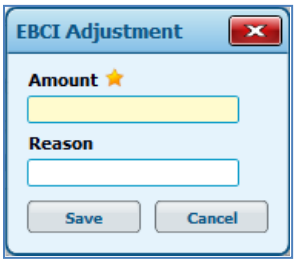
View the Invoice Date, Invoice Paid indicator, Invoice Amount, and Invoice Generated By indicator in the EBCI Invoices grid.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

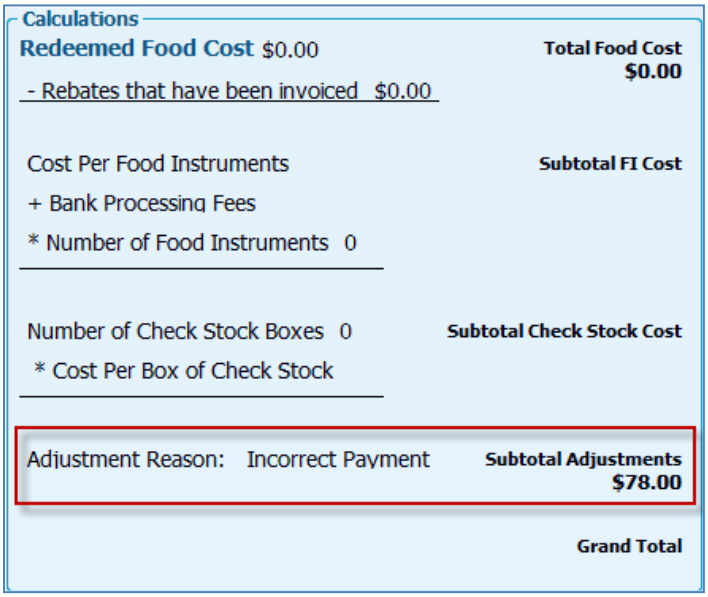
2. Click **New EBCI Invoice**. The **Generate Invoice EBCI** screen displays.



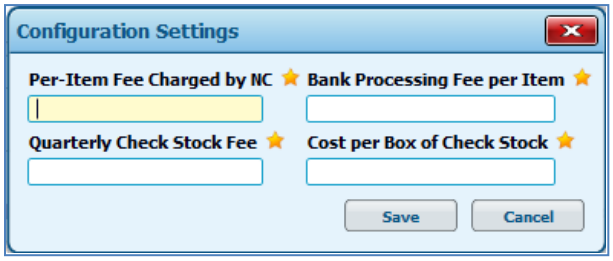
3. Enter the invoice details as follows:
   - Select the **Invoice Month**.
   - Select the **State Agency**.
   - Check the box to indicate if this is a **Paid Invoice**, as needed.
4. Click **Add Adjustment**. The **EBCI Adjustment** screen displays.



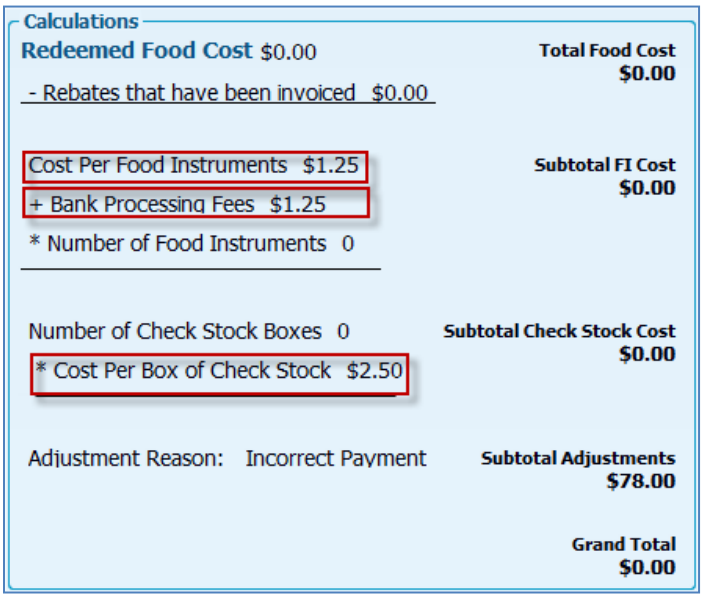
5. Enter the EBCI adjustment details as follows:
   - Enter the **Amount**.
   - Enter the **Reason**.
   - Click **Save**. The calculations are updated on the **Generate Invoice EBCI** screen.



6. Click **Settings**. The **Configuration Settings** screen displays.



7. Enter the configuration settings as follows:
   - Enter the **Per-Item Fee Charged by NC**.
   - Enter the **Bank Processing Fee per Item**.
   - Enter the **Quarterly Check Stock Fee**.
   - Enter the **Cost per Box of Check Stock**.
   - Click **Save**. The calculations are updated on the **Generate Invoice EBCI** screen.



8. Click **Generate**. The **Manage EBCI** screen is updated with the newly generated invoice.

Congratulations!

You have successfully completed the **Manage EBCI Billing** process.

Manage 3rd Party Billing Files

The **Billing** menu allows you to manage EBCI invoices, 3rd party billing files, and 3rd party billing details. The **Manage 3rd Party Billing Files** screen is used to review and manage 3rd party billing at the file level.

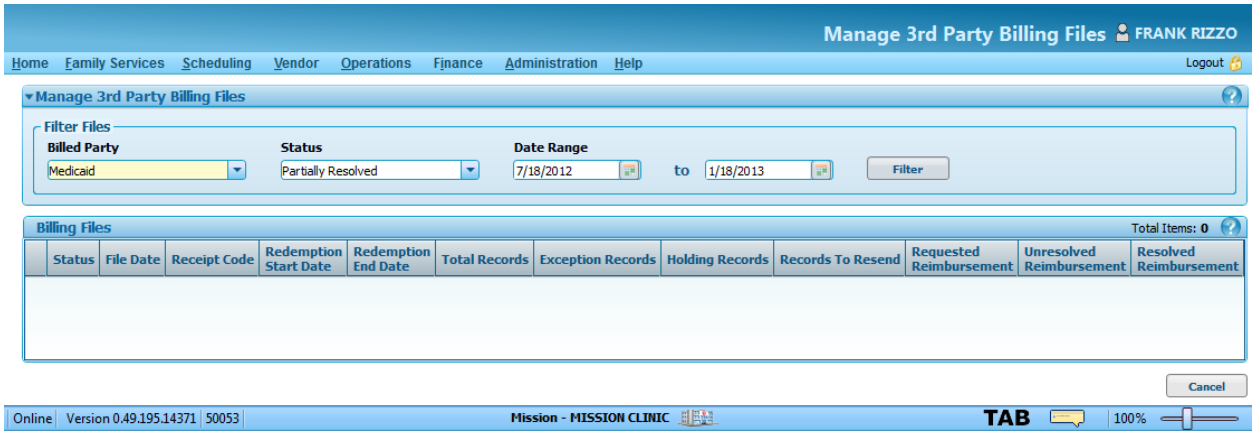
This process includes the following tasks:

Task A. Managing 3rd Party Billing Files 7-7

Task A. Managing 3rd Party Billing Files

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Billing → Manage 3rd Party Billing Files**. The **Manage 3rd Party Billing Files** screen displays.



2. Under **Filter Files**, enter filter criteria as follows:
   - Select the **Billed Party**.
   - Select the **Status**.
   - Enter or select the **Date Range**.
   - Click **Filter**. The **Billing Files** grid will be refreshed, displaying 3rd party billing files matching the filter criteria entered.

The Billing Files grid displays the Status, File Date, Receipt Code, Redemption Start Date, Redemption End Date, Total Records, Exception Records, Holding Records, Records to Resend, Requested Reimbursement, Unresolved Reimbursement, and Resolved Reimbursement for all 3rd party billing files matching the filter criteria.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

3. Click the **View** button ( ) to display additional details for a record in the grid.

Congratulations!

You have successfully completed the **Manage 3rd Party Billing Files** process.

Manage 3rd Party Billing Details

The **Billing** menu allows you to manage EBCI invoices, 3rd party billing files, and 3rd party billing details. The **Manage 3rd Party Billing Details** screen is used to view and manage individual 3rd party billing records within a billing file.

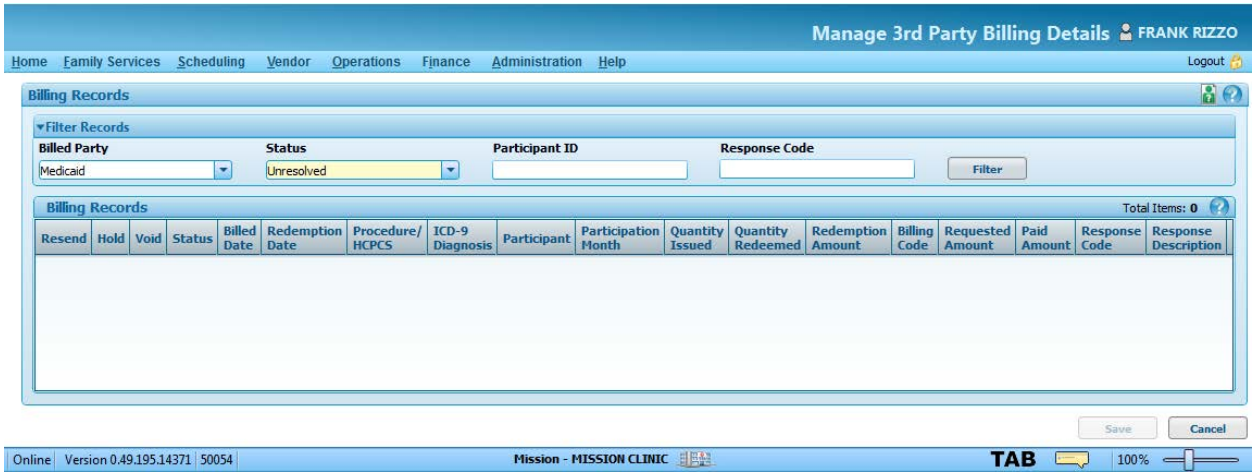
This process includes the following tasks:

Task A. Managing 3rd Party Billing Details..... 7-10

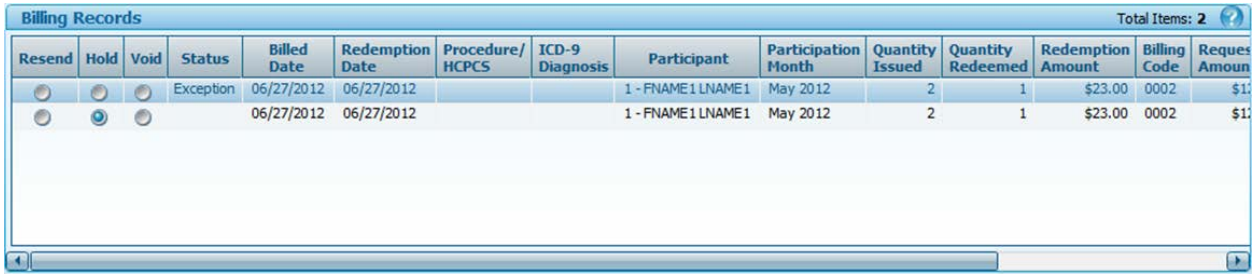
Task A. Managing 3rd Party Billing Details

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Billing → Manage 3rd Party Billing Details**. The **Manage 3rd Party Billing Details** screen displays.



2. Under **Filter Records**, enter filter criteria as follows:
   - Select the **Billed Party**.
   - Select the **Status**.
   - Enter the **Participant ID**.
   - Enter the **Response Code**.
   - Click **Filter**. The **Billing Records** grid will be refreshed, displaying 3rd party billing details matching the filter criteria entered.



The Billing Records grid displays the Status, Billed Date, Redemption Date, Procedure/HCPCS, ICD-9 Diagnosis, Participant, Participation Month, Quantity Issued, Quantity Redeemed, Redemption Amount, Billing Code, Requested Amount, Paid Amount, Response Code, and Response Description details for all records matching the filter criteria.

Click a column header to sort the items in the grid. Click and hold, then drag and drop columns of information to reorganize the order of the columns in the grid.

3. Resolve unprocessed issues for records in the grid as follows:
    - Click **Resend** to indicate if the record is marked for resubmission.
    - Click **Hold** to indicate if the record is marked for hold.
    - Click **Void** to indicate if the record is marked void.
4. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Manage 3rd Party Billing Details** process.

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8- SETUP

Maintain Chart of Accounts

The **Setup** menu allows you to manage various aspects of financial transactions. Use this menu to maintain the chart of accounts (COA) for each state fiscal year; add, modify, and delete revenues and expenditures for each state fiscal year; manage custom calculations for use in caseload allocation, budget allocation, and rebate redemptions; and configure initial obligation percentages.

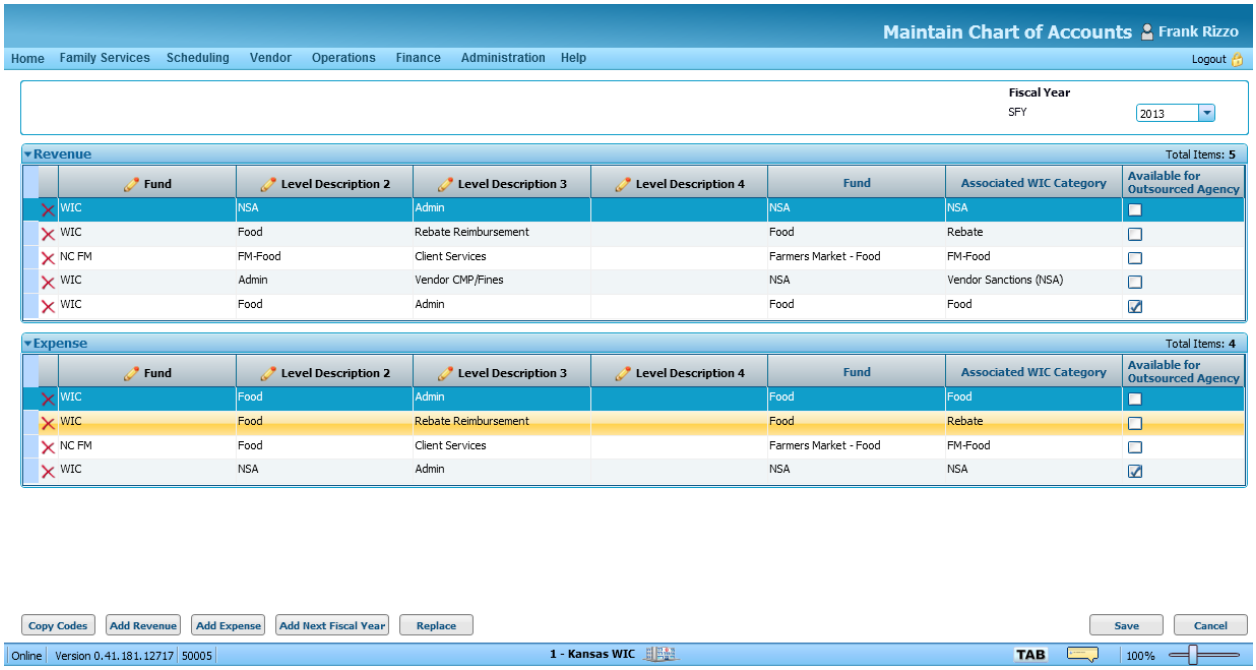
This process includes the following tasks:

Task A. Viewing or Adding the COA for a Fiscal Year 8-2
Task B. Adding or Modifying Revenue and Expense Levels for a Fiscal Year..... 8-4
Task C. Adding Revenue Entries for a Fiscal Year..... 8-6
Task D. Adding Expense Entries for a Fiscal Year..... 8-8
Task E. Modifying or Deleting Revenue and Expense Entries for a Fiscal Year . 8-10

Task A. Viewing or Adding the COA for a Fiscal Year

Complete the following steps to perform this task:

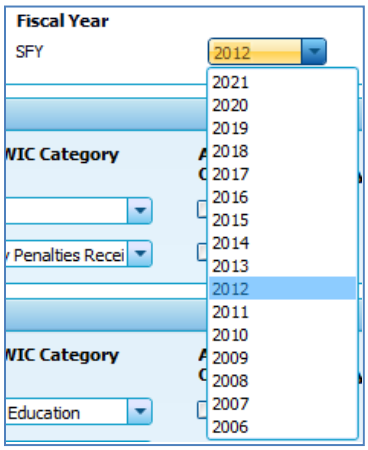
1. From the **Home** screen, go to **Finance → Setup → Maintain Chart of Accounts**. The **Maintain Chart of Accounts** screen displays.



The Maintain Chart of Accounts screen is used to define the state's chart of accounts (COA) for each State Fiscal Year. The COA includes state-specific finance codes for revenues and expenses, tracked at multiple levels (four levels for revenue, four levels for expenses). These levels represent the hierarchy used to group financial transactions.

2. Select the **Fiscal Year**. The screen refreshes to display the COA for the selected fiscal year.

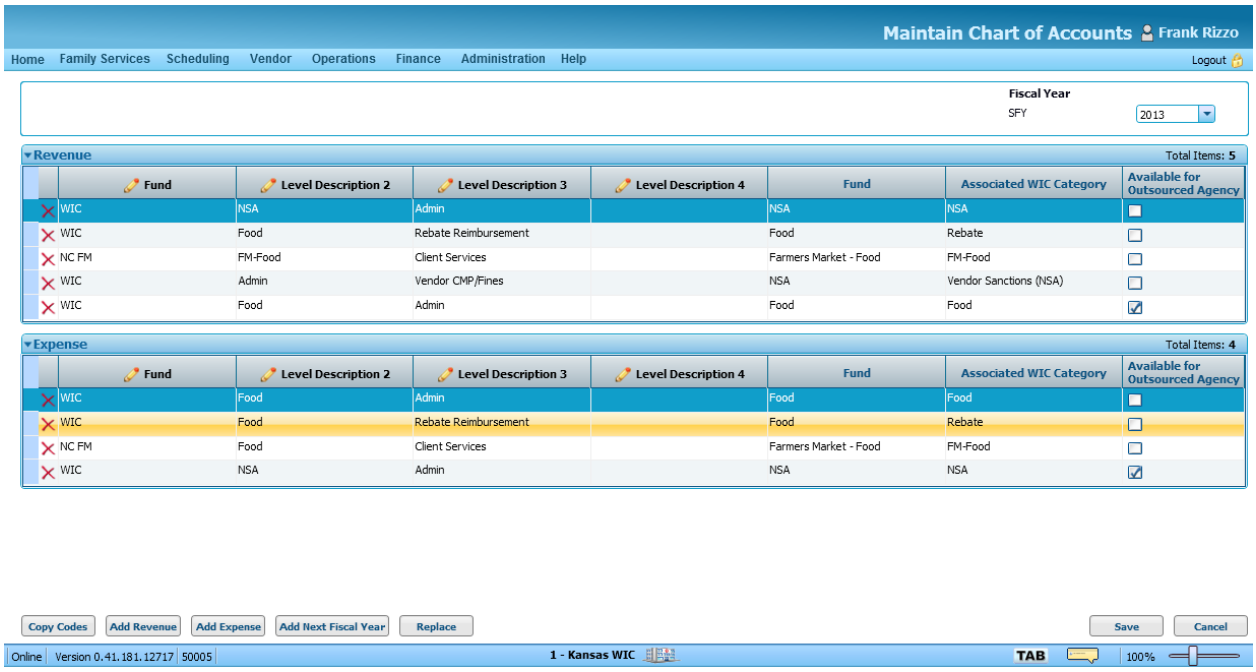
3. To add the next fiscal year in the dropdown selection, click **Add Next Fiscal Year**. A status message displays and the new fiscal year will be available for selection.



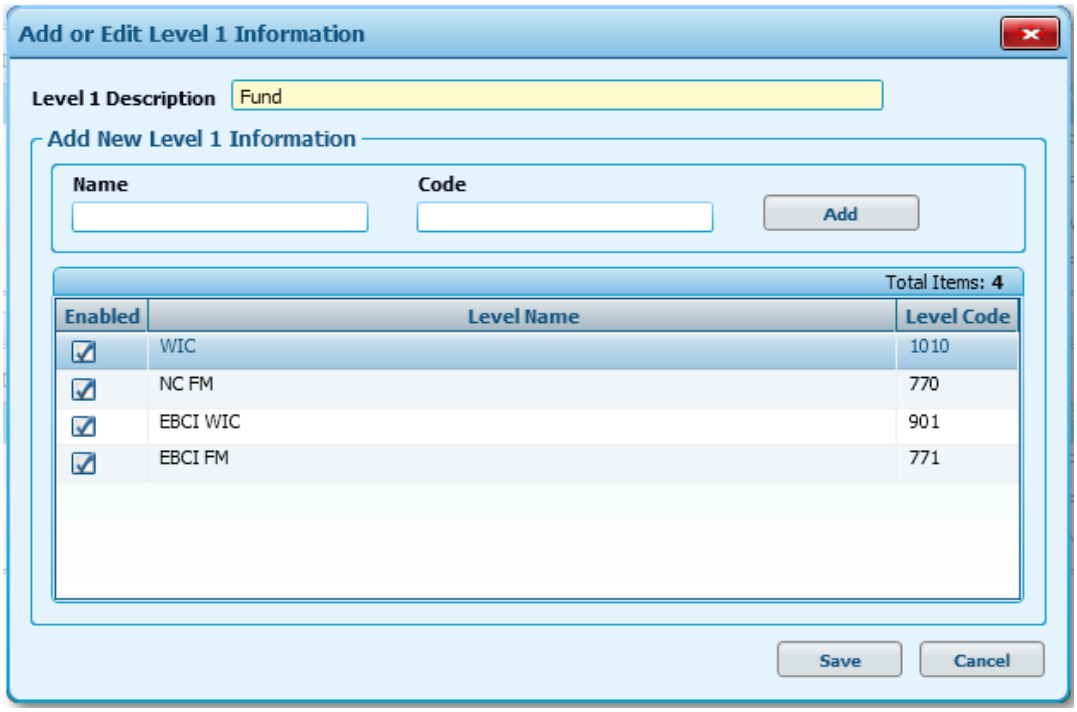
Task B. Adding or Modifying Revenue and Expense Levels for a Fiscal Year

Complete the following steps to perform this task:

1. Access the COA for a fiscal year.



2. Under **Revenue** or **Expense**, click the **Edit** button ( ) beside one of the level descriptions. The **Add or Edit Level Information** screen displays.



Note that the screen name indicates which level (1, 2, 3, or 4) is currently being added or edited. Other than the differences between the screen names, the screens used to add or edit level information contain identical functions.

3. Enter or edit the **Level Description**.
4. Under **Add New Level Information**, add a new level as follows:
   - Enter the **Name**.
   - Enter the **Code**.

The Name is the common term associated with the COA code. The Code is the specific COA code used for financial transactions.

   - Click **Add**. The new level information will be added to the grid.
   - In the grid, check the **Enabled** box.

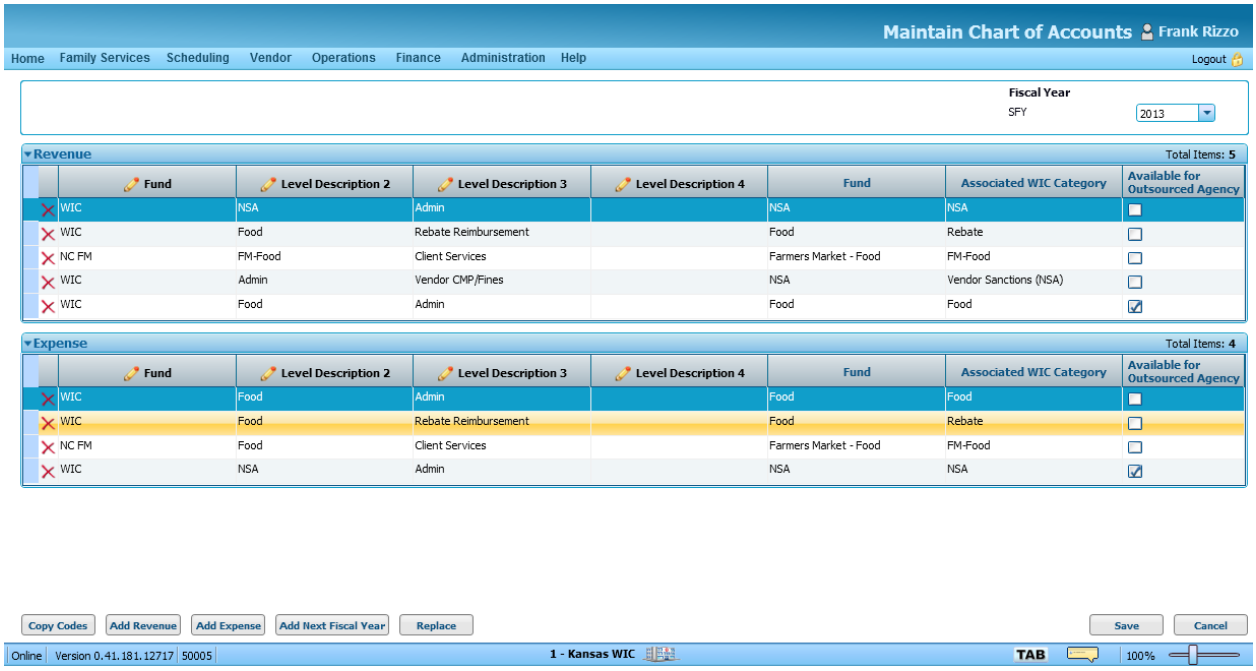
Enabled levels will be available for selection in the revenue and expense entries. Selections can be made beneath the Revenue and Expense sections on the Maintain Chart of Accounts screen, on the Add Revenue screen, and on the Add Expense screen.

5. Click **Save**. A status message displays.

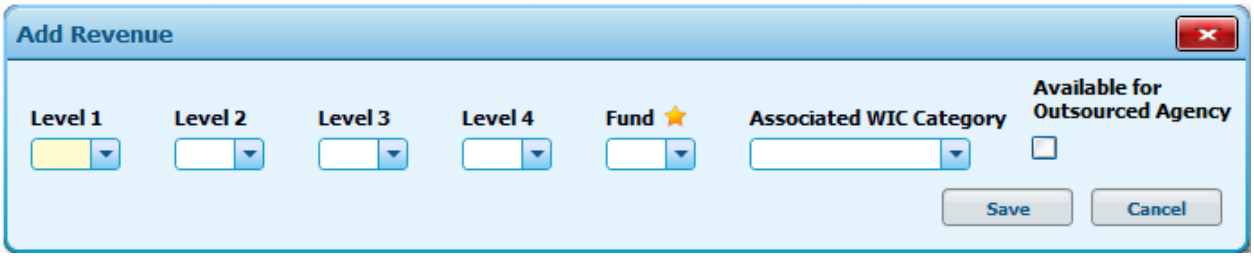
Task C. Adding Revenue Entries for a Fiscal Year

Complete the following steps to perform this task:

1. Access the COA for a fiscal year.



2. Click **Add Revenue**. The **Add Revenue** screen displays.



3. Enter the revenue details as follows:
   - Select the **Level 1**.
   - Select the **Level 2**.
   - Select the **Level 3**.
   - Select the **Level 4**.

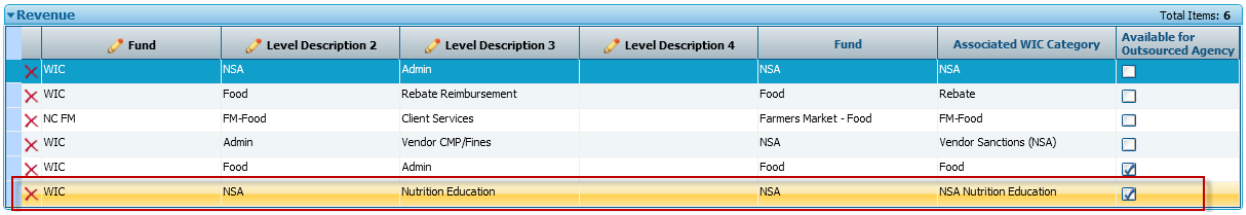
The Levels represent a hierarchical method of grouping revenue transactions. Level 1 is the most all-encompassing level. Level 4 is the most specific for this particular revenue entry.

- Select the **Fund**.

This is the Crossroads fund into which the revenue will be deposited.

- Select the **Associated WIC Category**.
- Check the box if the revenue entry is **Available for Outsourced Agency**.

4. Click **Save**. A status message displays and the revenue entry is added beneath **Revenue**.



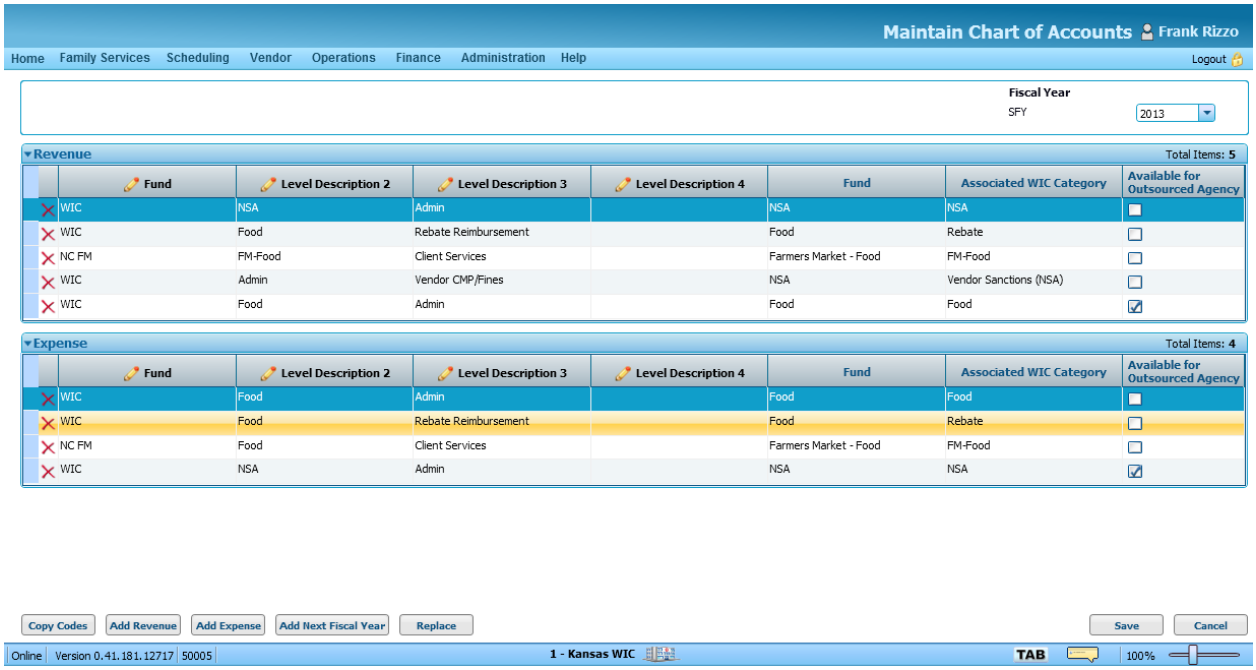
Revenue — Total Items: 6

	Fund	Level Description 2	Level Description 3	Level Description 4	Fund	Associated WIC Category	Available for Outsourced Agency
✕	WIC	NSA	Admin		NSA	NSA	☐
✕	WIC	Food	Rebate Reimbursement		Food	Rebate	☐
✕	NC FM	FM-Food	Client Services		Farmers Market - Food	FM-Food	☐
✕	WIC	Admin	Vendor CMP/Fines		NSA	Vendor Sanctions (NSA)	☐
✕	WIC	Food	Admin		Food	Food	☑
✕	WIC	NSA	Nutrition Education		NSA	NSA Nutrition Education	☑

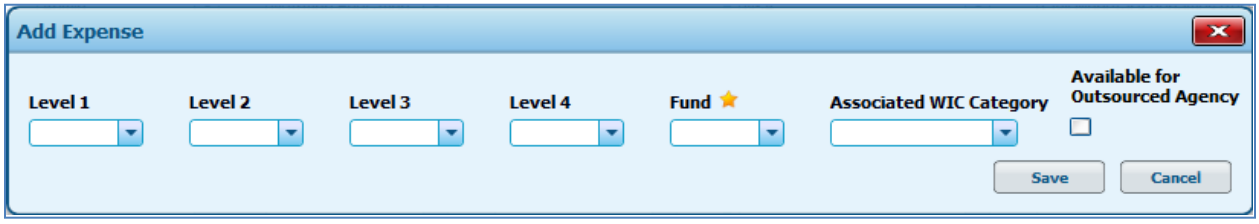
Task D. Adding Expense Entries for a Fiscal Year

Complete the following steps to perform this task:

1. Access the COA for a fiscal year.



2. Click **Add Expense**. The **Add Expense** screen displays.



3. Enter the expense details as follows:
   - Select the **Level 1**.
   - Select the **Level 2**.
   - Select the **Level 3**.
   - Select the **Level 4**.

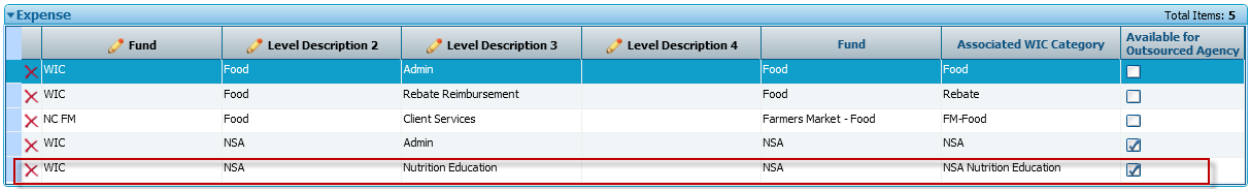
The Levels represent a hierarchical method of grouping expense transactions. Level 1 is the most all-encompassing level. Level 4 is the most specific for this particular expense entry.

- Select the **Fund**.

This is the Crossroads fund against which the expenditure will be applied.

- Select the **Associated WIC Category**.
- Check the box if the expense entry is **Available for Outsourced Agency**.

4. Click **Save**. A status message displays and the expense entry is added beneath **Expense**.



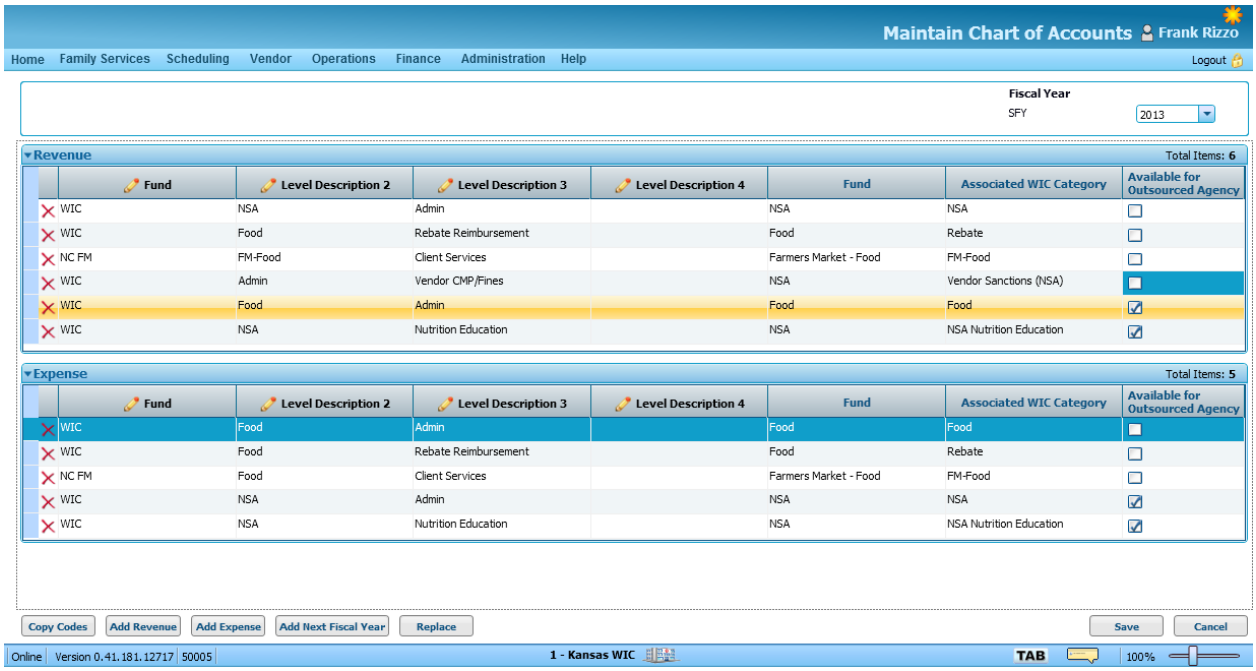
Expense — Total Items: 5

	Fund	Level Description 2	Level Description 3	Level Description 4	Fund	Associated WIC Category	Available for Outsourced Agency
✕	WIC	Food	Admin		Food	Food	☐
✕	WIC	Food	Rebate Reimbursement		Food	Rebate	☐
✕	NC FM	Food	Client Services		Farmers Market - Food	FM-Food	☐
✕	WIC	NSA	Admin		NSA	NSA	☑
✕	WIC	NSA	Nutrition Education		NSA	NSA Nutrition Education	☑

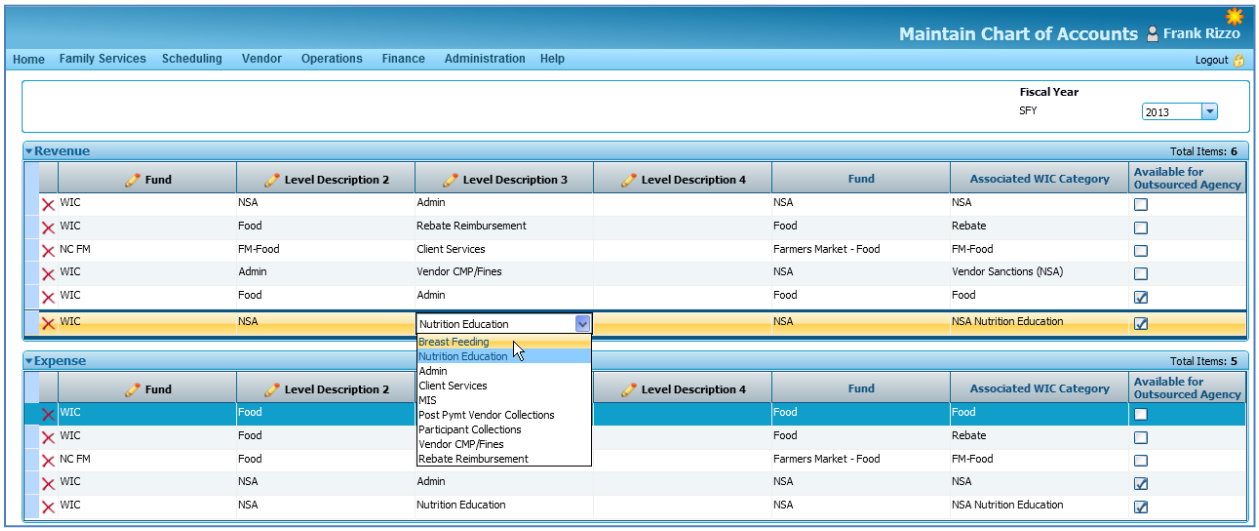
Task E. Modifying or Deleting Revenue and Expense Entries for a Fiscal Year

Complete the following steps to perform this task:

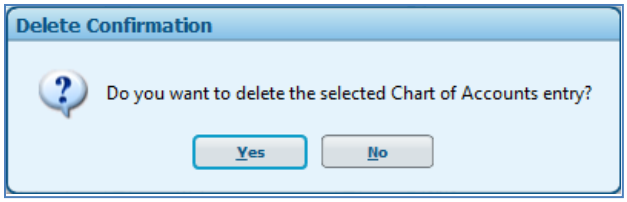
1. Access the COA for a fiscal year.



2. To modify **Revenue** or **Expense** details, edit one or more of the revenue or expense entries:
    - **Level 1**
    - **Level 2**
    - **Level 3**
    - **Level 4**
    - **Fund**
    - **Associated WIC Category**
    - **Available for Outsourced Agency**



3. Under **Revenue** or **Expense**, delete the revenue or expense entries as follows:
    - Click the **Delete** button (✕) beside a revenue or expense entry. The **Delete Confirmation** screen displays.



    - Click **Yes**. A status message displays and the revenue or expense entry is deleted from the **Maintain Chart of Accounts** screen.
4. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Maintain Chart of Accounts** process.

Manage Custom Calculations

The **Setup** menu allows you to manage various aspects of financial transactions. Use this menu to maintain the chart of accounts (COA) for each state fiscal year; add, modify, and delete revenues and expenditures for each state fiscal year; manage custom calculations for use in caseload allocation, budget allocation, and rebate redemptions; and configure initial obligation percentages.

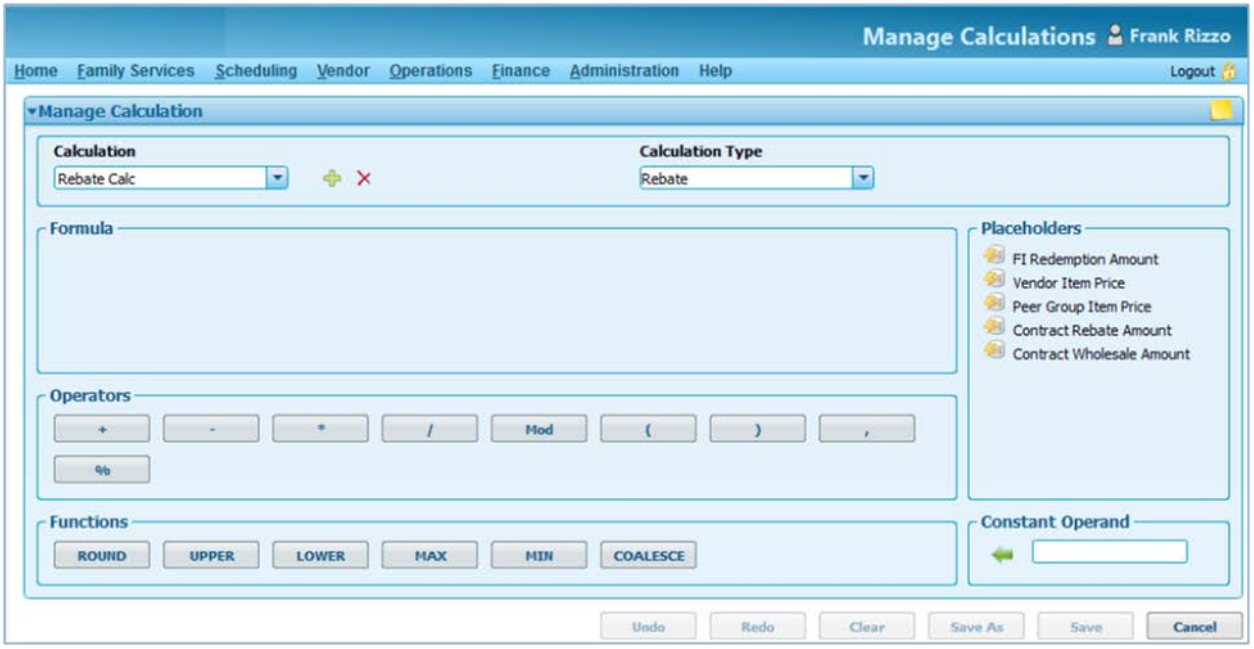
This process includes the following tasks:

Task A. Adding Custom Calculations 8-13
Task B. Modifying or Deleting Custom Calculations 8-16

Task A. Adding Custom Calculations

Complete the following steps to perform this task:

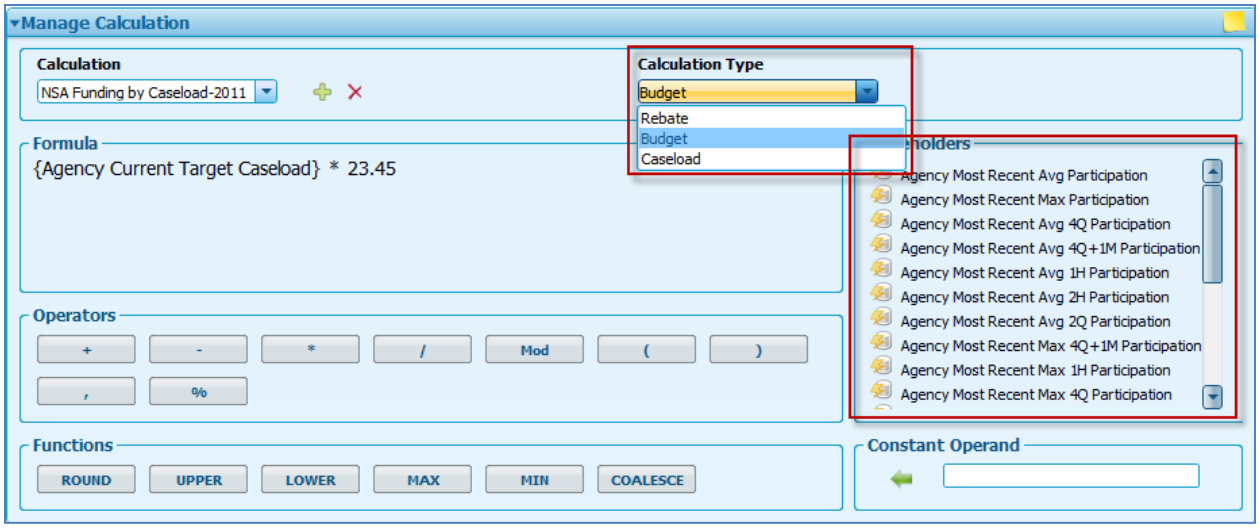
1. From the **Home** screen, go to **Finance → Setup → Manage Custom Calculations**. The **Manage Calculations** screen displays.



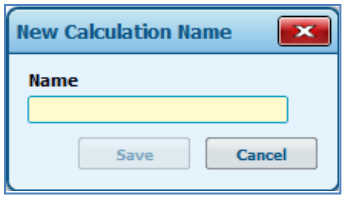
The Manage Calculations screen allows you to create custom calculations. When allocating funds or assigning caseload to local agencies or clinics, the calculations defined here can be used to determine budget and participation values. Additionally, for non-EBT locations, the calculations defined here can be used to determine rebate calculations.

2. Select the **Calculation Type**.

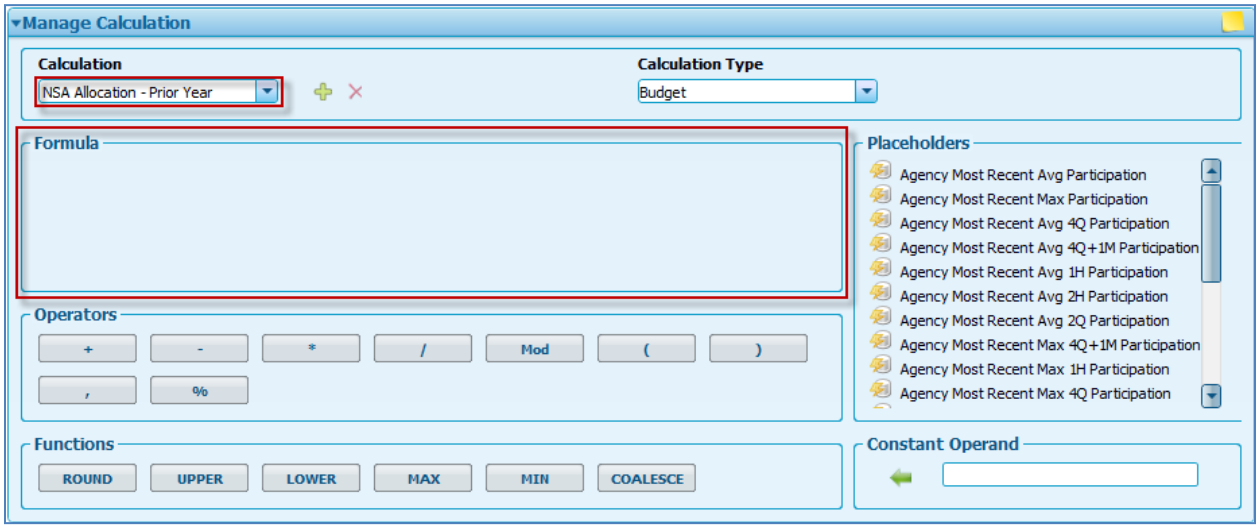
Three Calculation Types are available: Rebate, Budget, or Caseload. Selecting the Calculation Type determines the Placeholders that are available for selection.



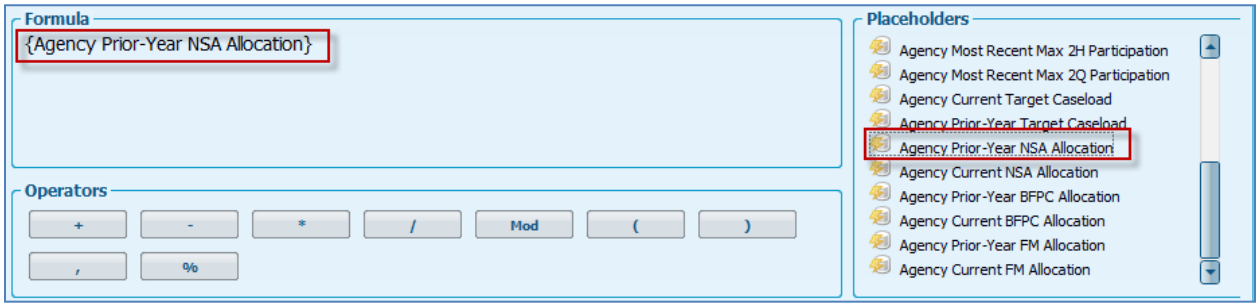
3. Click the **Add** button ( ) under **Calculation**. The **New Calculation Name** screen displays.



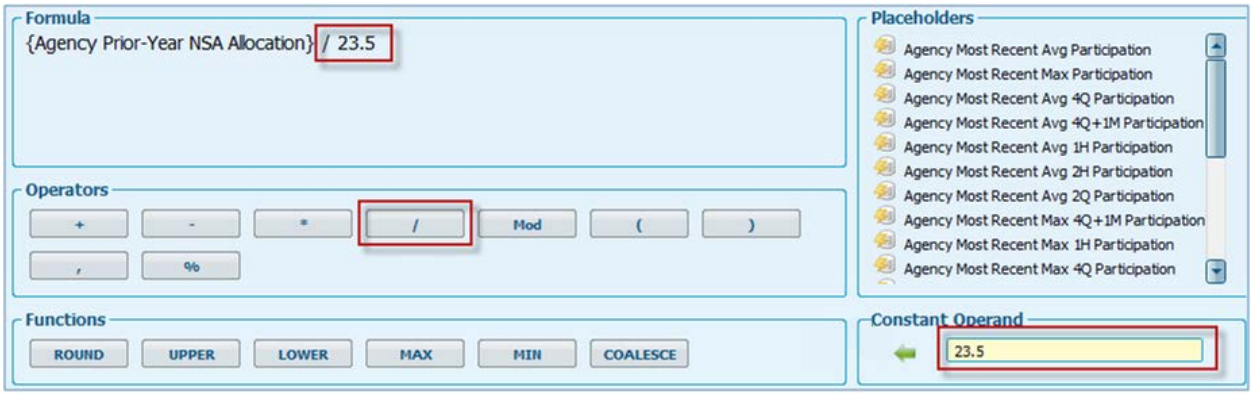
4. Enter the **Name**.
5. Click **Save**. The screen will be refreshed, adding the **Name** to the **Calculation** list and clearing the **Formula** section.



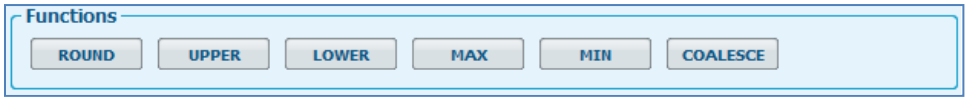
6. Click a **Placeholder** to add it under **Formula**.



7. Click an **Operator**, enter a **Constant Operand**, and click the **Left Arrow** button ( ) to add a mathematical formula.



8. Add **Functions** to the formula as needed.



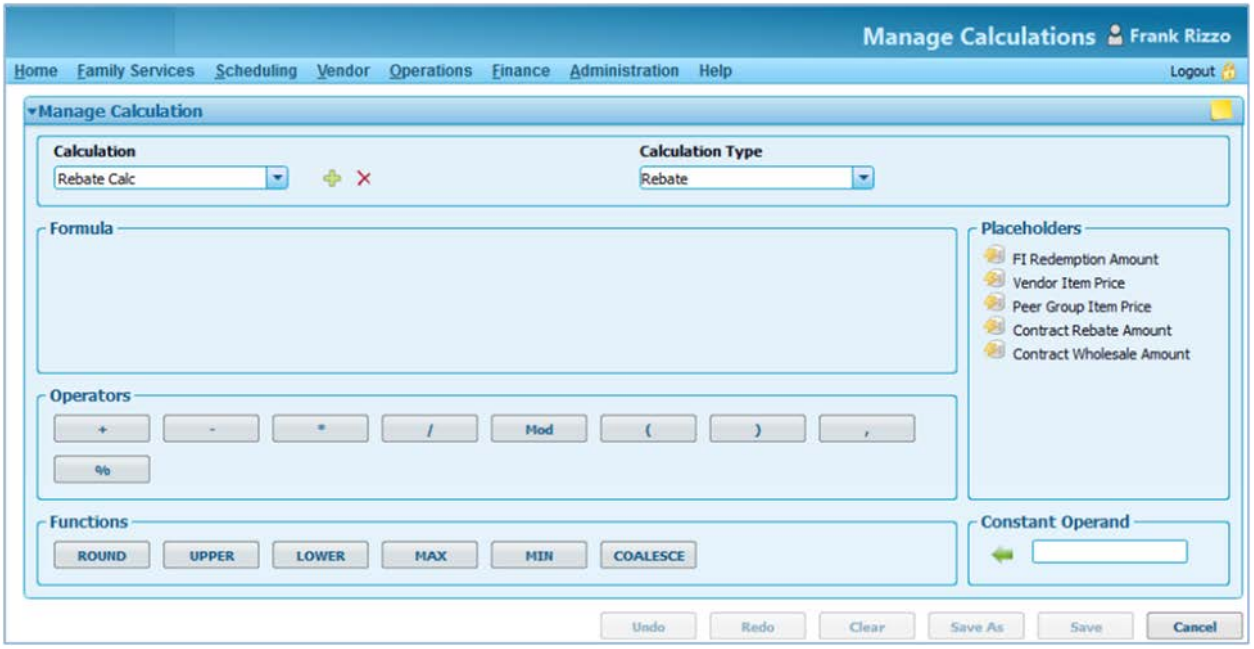
Click Undo to remove the most recently added Placeholder, Operator, Constant Operand, or Function. Click Redo to add back the most recently removed Placeholder, Operator, Constant Operand, or Function. Click Clear to remove the entire formula.

9. Click **Save**. A status message displays.

Task B. Modifying or Deleting Custom Calculations

Complete the following steps to perform this task:

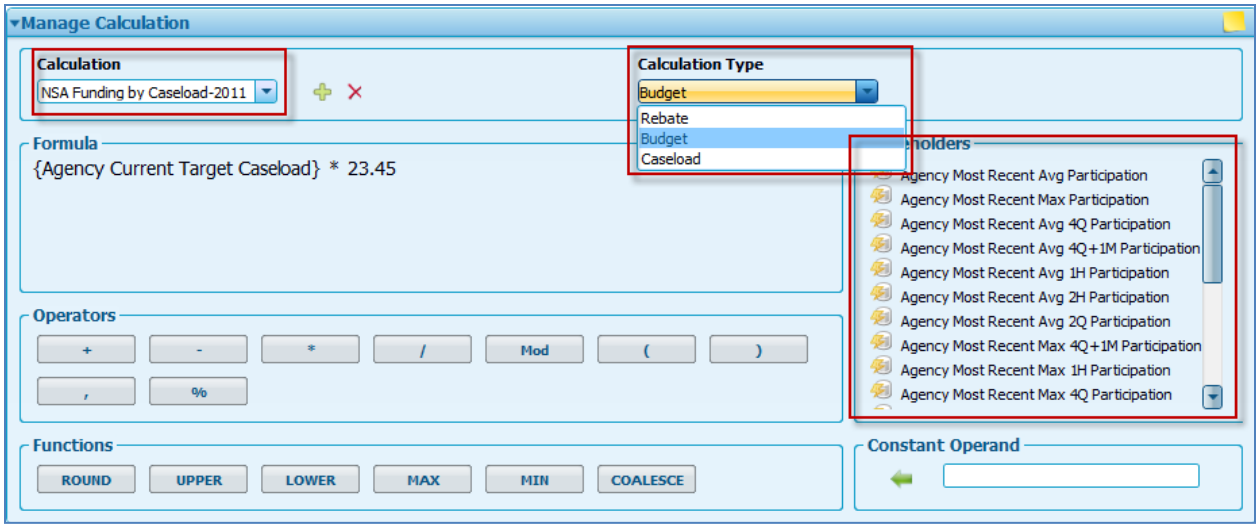
1. From the **Home** screen, go to **Finance → Setup → Manage Custom Calculations**. The **Manage Calculations** screen displays.



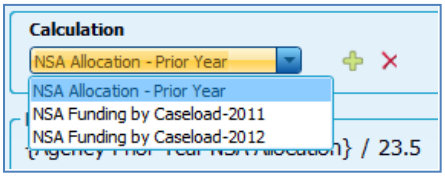
The Manage Calculations screen allows you to modify previously saved custom calculations. When allocating funds or assigning caseload to local agencies or clinics, the calculations defined here can be used to determine budget and participation values. Additionally, for non-EBT locations, the calculations defined here can be used to determine rebate calculations.

2. Select the **Calculation Type**.

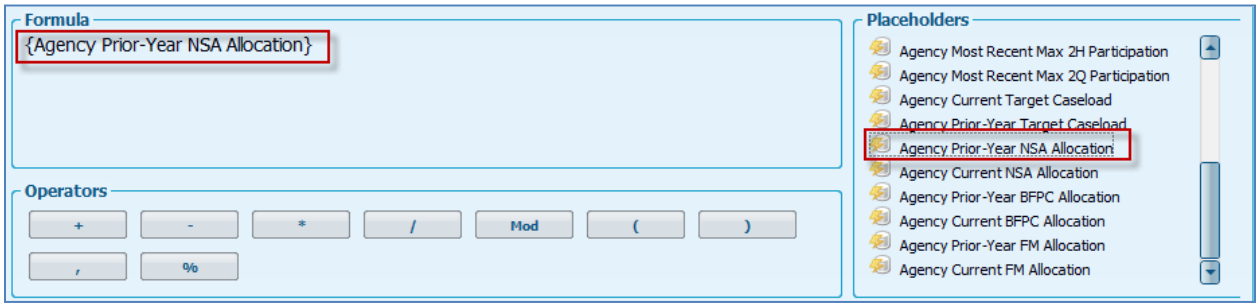
Three Calculation Types are available: Rebate, Budget, and Caseload. Selecting the Calculation Type determines the Placeholders that are available for selection, as well as which previously saved Calculations are available for editing.



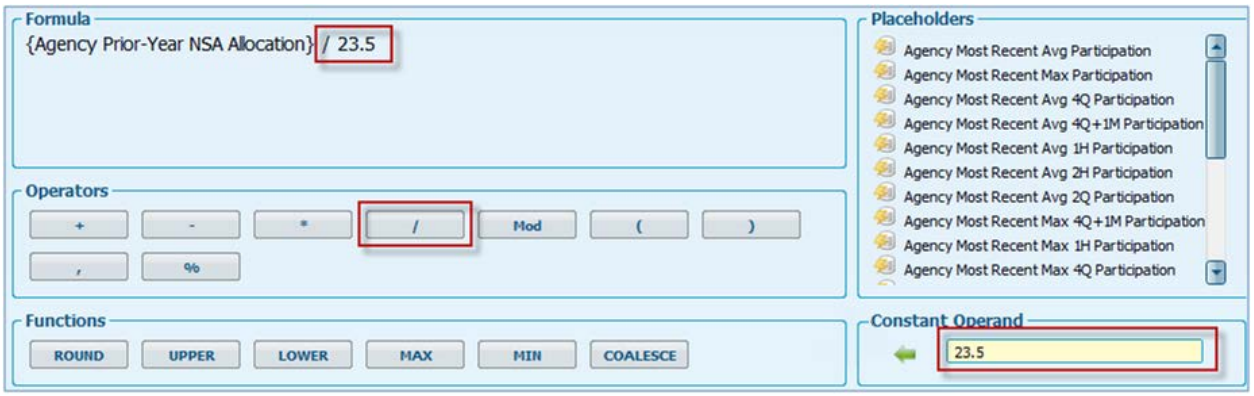
3. Select a **Calculation**. The screen will be refreshed, displaying the previously saved calculation in the **Formula** section.



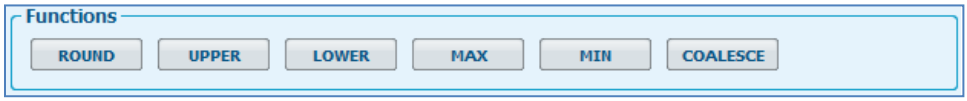
4. Click a **Placeholder** to add it under **Formula**.



5. Click an **Operator**, enter a **Constant Operand**, and click the **Left Arrow** button ( ) to add a mathematical formula.



6. Add **Functions** as needed.



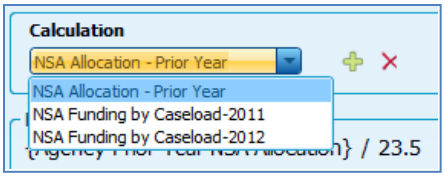
Click Undo to remove the most recently added Placeholder, Operator, Constant Operand, or Function. Click Redo to add back the most recently removed Placeholder, Operator, Constant Operand, or Function. Click Clear to remove the entire formula.

7. Click **Save**. A status message displays.

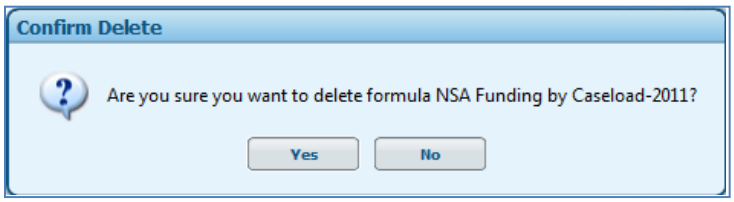
To save your changes as a new calculation, click Save As and enter a new calculation name. The new calculation will be added to the Calculation list.

8. Delete an existing calculation as follows:

- Select a **Calculation**. The screen will be refreshed, displaying the previously saved calculation in the **Formula** section.



- Click the **Delete** button ( ) beside the selected calculation name. The **Confirm Delete** screen displays.



- Click **Yes**. A status message displays and the calculation is deleted from the list.

Congratulations!

You have successfully completed the **Manage Custom Calculations** process.

Configure Initial Obligation Percentage

The **Setup** menu allows you to manage various aspects of financial transactions. Use this menu to maintain the chart of accounts (COA) for each state fiscal year; add, modify, and delete revenues and expenditures for each state fiscal year; manage custom calculations for use in caseload allocation, budget allocation, and rebate redemptions; and configure initial obligation percentages.

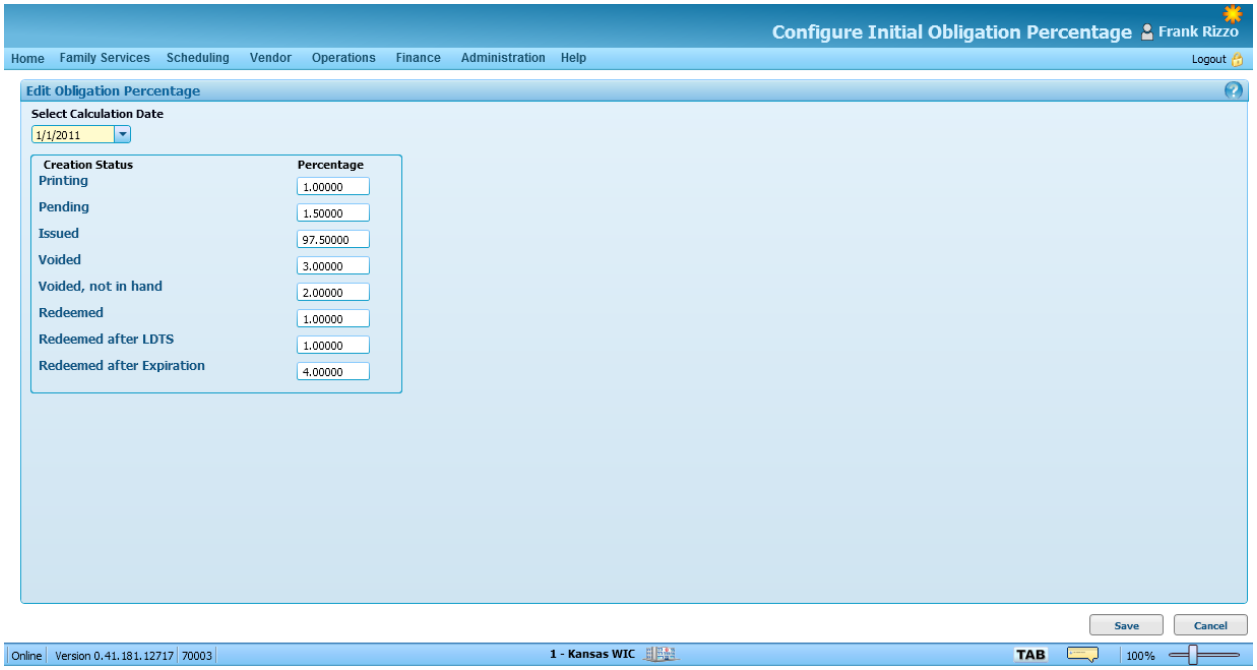
This process includes the following tasks:

Task A. Configuring Initial Obligation Percentages 8-21

Task A. Configuring Initial Obligation Percentages

Complete the following steps to perform this task:

1. From the **Home** screen, go to **Finance → Setup → Configure Initial Obligation Percentage**. The **Configure Initial Obligation Percentage** screen displays.



2. Enter or select the **Calculation Date**.
3. Under **Creation Status**, enter the percentages as follows:
   - Enter the **Printing** percent.
   - Enter the **Pending** percent.
   - Enter the **Issued** percent.
   - Enter the **Voided** percent.
   - Enter the **Voided, not in hand** percent.
   - Enter the **Redeemed** percent.
   - Enter the **Redeemed after LDTS** percent.
   - Enter the **Redeemed after Expiration** percent.

These percentages represent the probability that a food instrument (FI) is redeemed based on the FIs current status (Printing, Pending, Issued, etc.). These redemption probabilities are the initial percentages used in obligation calculations.

4. Click **Save**. A status message displays.

Congratulations!

You have successfully completed the **Configure Initial Obligation Percentage** process.